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Government of Canada
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Access to Information Act

Access Register 1989-90

Canada

Access
to Information Act

Access
Register
1989-90

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I. INTRODUCTION

Introduction

The Access to Information Act

The *Access to Information Act*, proclaimed in July of 1983, provides the right to examine or receive copies of records of federal government institutions, except in limited and specific circumstances.

Government Records Covered by the Act

The Act gives you a right of access to information held by the federal government, wherever it may be and how ever it is stored. This means that you have access to a wide range of government information, including data produced by computers, audio or video tapes, magnetic tapes or micrographic records. The Act also provides access to information contained in the manuals which set out the internal policies, procedures and instructions followed by government officials in administering particular programs or generally conducting government business.

Government Records Not Available under the Act

Not all government records are available to the public under the *Access to Information Act*. Some types of information are exempted from release, while others are not covered by the Act. The exemptions allow government institutions to withhold information which would cause harm if it was released. For example, information dealing with international relations, defence or trade secrets may be exempt from release.

In addition, certain information is not covered by the Act. Information which is already publicly available is not covered, nor is information which concerns the operations of Cabinet, including Cabinet documents, minutes and records of decision.

The Access Register

The Access Register is designed to help people exercise their rights under the *Access to Information Act*. A formal request for access under the Act may be made on an Access to Information Request form or by forwarding a written request to the government institution. Requests should provide sufficient detail to identify the record. Copies of the form are included in the green display box with this Register.

There are 110 chapters included in Section IV of the Register; one for each institution covered by the Act. The general format and contents of the chapters are described below, under the heading "Organization of the Register."

If you are seeking access to information about yourself, you should apply under the *Privacy Act*, which governs access to personal information. The Index of Personal Information provides guidance on how to apply for access to this type of information.

Important Terms

Access Co-ordinator

Each institution that is subject to the *Access to Information Act* has a designated Access Co-ordinator who handles all requests for information made to that institution. The Co-ordinator is also available to answer your questions concerning your application or the information you are seeking.

Class of Records (CoR)

This is a term used to describe categories of information held by institutions. The grouping of information into a Class of Records is based on the subject matter of the records, and has nothing to do with the storage method (microfilm, computer disks, etc.).

Class of Records Number

The Class of Records (CoR) number combines with the name of the CoR to precisely identify the Class of Records. For example:

DOC/ACI-221

DOC = the institutional identifier for Communications Canada

ACI = the identifier for the Cultural Industries Branch of Communications Canada

221 = the identifier for the precise Class of Records called "Film and Video Policy and Programs"

Organization of the Register

The Access Register consists of five major sections, each of which is briefly described below:

I Introduction

The main purpose of the introduction is to explain how to use the Register.

II Standard Classes of Records

This section describes classes of information which are similar for all government institutions, such as information on administration, personnel or finance.

III Subject Index

The Subject Index is the section of bright green pages near the beginning of the Register. It provides an easy way of locating the specific CoR which covers the information you are seeking. At the beginning of the Subject Index is a list of the unique institutional identifiers for all of the institutions listed in the Register.

IV Information Holdings by Institution

This is the largest section, containing 110 chapters. These chapters are organized alphabetically; one for each institution that is subject to the Act.

Each chapter includes the following material:

- a description of the institution's programs and activities;
- information on how to gain access to information from that institution;
- a listing, in numerical order, of the CoRs maintained by the institution; and
- an organizational chart, which gives a graphic view of the major functions of the institution, and which identifies the CoRs held by that institution.

Appendix: Index of Departments, Agencies and Crown Corporations

The appendix to the Register is a cross-reference index of the legal and applied titles of federal government institutions subject to the Act. The chapter number is given for each.

Getting the Most Out of the Register: A Step-by-Step Approach

1. Prepare Yourself

If you think that the information you are seeking might be available through a bookstore, library or other institution, you should write or telephone the Access Co-ordinator of the institution before completing a formal request. (You could save yourself both time and money!)

Since government institutions may also give you access to information without requiring a formal application under the *Access to Information Act*, you may wish to first request the information informally, either by telephone or in writing. The address and telephone number of each Access Co-ordinator may be found under the heading "Access Procedures" at the beginning of each chapter.

2. Identify the Appropriate Federal Government Institution

If you know which institution has the information you are seeking, proceed to the next step. If not, you should refer to the Subject Index.

The Subject Index contains key words which relate to the wide range of topics found in the various classes of records held by government institutions. It is easily recognized by its bright green pages.

3. Remember the Class of Records Number(s) You Want to Examine

In the Subject Index, a CoR number is written beside each key word. If you plan to look up more than one key word or CoR number, it is worth jotting down the CoR numbers before you begin flipping through the pages.

4. Locate the Appropriate Chapter

The first three letters of the CoR number identify the federal institution holding the information. If you cannot tell from the three letters which institution it is, refer to the List of Institutional Identifiers located at the beginning of the Subject Index. A chapter number is listed beside each institution's title.

5. Find the Description of the Class of Records

Once you have located the chapter, you will see that it contains descriptions of the Classes of Records held by the institution. The organization chart at the end of the chapter will show you how the CoRs are distributed throughout the institution.

6. Read the CoR Description

Reading the CoR description will help you determine whether or not this is the CoR you are looking for.

7. Complete the Access to Information Request Form

If possible, use one of the Access to Information Request forms available with this Register and follow the instructions on the form. Alternatively, you may submit your request in writing without using the form. In that case, you must state clearly that you are requesting information under the *Access to Information Act*, and include the following information:

- the name of the government institution holding the information you require;
- the CoR number(s) you are interested in;
- a description (as specific as possible) of the records you would like to see;
- your preferred method of viewing the records (e.g., do you want to: receive copies of the original documents; view the originals in the government office where they are located; or use some other method?);
- complete identification: your name, street address, city or town, province or territory, postal code, telephone number(s), and your signature; and
- the date of request.

8. Enclose the Payment of $5 with your Application

A fee of $5, made payable to the Receiver General for Canada, must be enclosed with each application made under the *Access to Information Act*. For this minimum fee, up to five hours will be spent in searching, retrieving and preparing information related to your request. You will be notified before any additional expenses are incurred (including copying charges, computer fees, and time in excess of five hours), and you may be asked to remit additional funds.

The mailing address and telephone number of the Access Co-ordinator for each government institution appears in each chapter under the heading "Access Procedures."

Once You Have Made a Request

To conform with the Act, the institution should contact you within 30 days after receiving your request.

Complaint Procedures

If you believe that the institution took too long to process your request, that you were charged too much or that your request was improperly denied, you may complain in writing to:

The Office of the Information Commissioner
Place de Ville, Tower B
3rd Floor, 112 Kent Street
Ottawa, Ontario
K1A 1H3

The Information Commissioner will investigate your complaint and report his or her findings back to you and to the relevant institution. If you are still not satisfied, you may take your case to the Federal Court within 45 days of receiving the Commissioner's report.

Government of Canada Gouvernement du Canada

Access to Information Act

Access to Information Request Form

For official use only

Use of this form will help speed your access to *records* under the Access to Information Act. Requests for federal government *information* can ordinarily be made by means of a telephone call, a visit, or a written request to the appropriate government information office. There is a fee of $5.00 for making a formal request under the Access to Information Act.

STEP 1: *Decide exactly what information you want* – You can facilitate the search for records and reduce fees by defining as narrowly as you can the particular records you are looking for.

STEP 2: *Consult the Access Register* – The register contains descriptions of government records, their probable location and other information which will likely assist you in identifying the particular records you wish to see. A copy of the Access Register is available at major libraries, post offices, and government information offices.

STEP 3: *Ask for assistance if necessary* – If you are unable to identify the records you are looking for in the Access Register, contact the Access Co-ordinator of the appropriate department, either in person, by telephone or by letter at the address shown in the Register. The Co-ordinator will assist you in identifying the records.

STEP 4: *Complete this Request Form,* providing as many specific details as you can about the desired records, such as:
- subject, title and date;
- specific events, activities, individuals, corporations, products, reports, meetings, decisions, agreements, etc., of interest in the records;
- the number and title of the appropriate class of records, as listed in the Access Register.

STEP 5: *Send in the completed Request Form or written request with an application fee of* $5.00, payable by money order or cheque to the Receiver General of Canada, to the appropriate officer identified in the Access Register. Unless you have already indicated what you are willing to pay for, you will be asked to authorize any fees that may be charged before the work is completed.

Federal Government Department, Agency or Crown Corporation
Communications Canada

Identification number and title of class(es) of record(s) (see step 2)
DOC/ACI-221 Film and Video Policy and Programs

Description of records and topics of interest (see step 4)
I would like to see all consultants' reports commissioned since 1980 concerning Canadian film and video productions.

I wish to:
☐ Receive copies of the original ☒ Examine original in government office ☐ Other method (please specify)

Identification of applicant
Name

Street address, apartment **City or town**

Province, territory or other	Postal Code	Telephone number(s)

I have a right of access to government records under the Access to Information Act by virtue of my status as a Canadian citizen, a permanent resident within the meaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 4(2) of the Access to Information Act.

Signature Date

Canada

Français au verso

TBC 350-57 (Rev. 85/8)

II. STANDARD CLASSES OF RECORDS

Standard Classes of Records

The following section describes the subject matter of certain records which are common to most federal departments and agencies, such as personnel records, financial records, purchasing and property control records, materiel management and central services. Individuals seeking access to the Standard Classes of Records of a particular institution should forward their access requests to the address given under the Access Procedures heading of the appropriate chapter.

901

Administration

Description: Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours.

902

Acts and Legislation

Description: Acts and legislation — general, departmental, federal, foreign and provincial.

903

Administration and Management Services

Description: Administrative and management services generally; correspondence management; duplication services; electronic data processing; forms management; information services; legal services; library services; mail, messenger and postal services; management services; records management; security services; telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services.

904

Co-operation and Liaison

Description: Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels.

905

Buildings and Properties

Description: Buildings and properties generally; accommodation; accounting and inventories; planning and requirements; reports and statistics.

906

Buildings

Description: Buildings generally; acquisition; alterations and repairs; construction; contracts; damages; disposal; fires and fire prevention; and maintenance.

907

Lands

Description: Lands — general; acquisition; concessions; development; disposal; fencing; flood control; landscaping; parking areas; roads; streets and sidewalks.

908

Utilities

Description: Utilities — general; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation.

909

Equipment and Supplies

Description: Equipment and supplies generally; accountability and inventories; catalogues; clothing; disposal and surplus; food; forms; fuels; laboratory; loans; maintenance and repairs; price lists and stationery.

910

Furniture and Furnishings

Description: Furniture and furnishings generally; beds and bedding; chesterfields and sofas; drapes; filing cabinets; household and office furniture and furnishings; and pictures.

911

Office Appliances

Description: Office appliances generally; calculators; data processing hardware; duplicating equipment; photographic and microfilming equipment; recorders and typewriters.

912

Procurement

Description: Procurement generally; contracts; local purchase orders; procedures and regulations; requisitions and standing offer agreements.

913

Vehicles

Description: Vehicles generally; air, land and water vehicles; insurance; maintenance and repairs; operating standards; registration and licences.

914

Finance

Description: Finance generally; agreements and arrangements; allotments and transfers; allowances; banks and banking; cheques; claims; contracts; currency; encumbrances; expenditures; fees; funds; revolving funds and working capital advances; grants; signing authorities; taxes and travel allowances; and expenses.

915

Accounts and Accounting

Description: Accounts and accounting generally; cash accounts; accounts payable; accounts receivable; and standing advances.

916

Audits

Description: Auditor General reports and internal audit reports.

917

Budgets

Description: Budgets generally; estimates and supplementary estimates; and program forecasts.

Standard Classes of Records

918
Personnel
Description: Personnel — general; accidents and injuries; appointments; attendance; awards and honours; Corps of Commissionaires; positions and levels; hours of work and overtime; leave and holidays; promotions and reclassifications; regulations and directives; reports and statistics; retirements; and separations.

919
Classification of Positions
Description: Classification generally; audits; category and group; individual positions; and standards.

920
Employment and Staffing
Description: Employment and staffing generally; applications; casual and term employees; competitions; programs; recruitment; requests for staffing action; and summer students.

921
Human Resources
Description: Human resources generally; career management; inventories; performance appraisal; reports and statistics; requirements and utilization.

922
Occupational Health, Safety and Welfare
Description: Occupational health, safety and welfare generally; counselling; health units; medical examinations; nursing services; recreation and sports; and surveys.

923
Official Languages
Description: Official languages generally; identification and designation of bilingual positions; language requirements program; recruitment; and replacements.

924
Pensions and Insurance
Description: Pensions and insurance generally; superannuation plans; *Canada Pension Plan*; *Quebec Pension Plan*; reciprocal agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance and unemployment insurance plan.

925
Salaries and Wages
Description: Salaries and wages generally; acting pay; deductions; pay rates; pay system; performance and senior merit pay; regulations; salary revisions; and severance pay.

926
Staff Relations
Description: Staff relations generally; adjudication; bargaining agents; collective agreements and interpretations; discipline; grievances; managerial and confidential exclusions; and union relations.

927
Training and Development
Description: Training and development generally; attendance; course content; course evaluations; individual courses; language training; nominations; plans; schedules and directives; and types of courses.

IV. INFORMATION HOLDINGS BY INSTITUTION

Chapter 1

AGRICULTURE CANADA

A. GENERAL INFORMATION

Historical Background

The Department of Agriculture was established in 1867, the year of Confederation, by an act of Parliament. The formation of the Experimental Farms System followed in 1886 and a Dairy Commissioner was appointed in 1890.

Responsibilities

The mandate of the Department of Agriculture is to promote the growth, stability and competitiveness of the agri-food and forestry sectors through policies, programs and services most appropriately provided by the federal government to assist the sectors to maximize their real contribution to the Canadian economy. The Department's responsibilities embrace most aspects of the agricultural industry. It carries out research into the physical and economic problems of agriculture; inspects and grades farm products; and carries out programs aimed at keeping our crops and livestock safe from disease and insect pests. The Department enforces laws governing the sales of feed, fertilizers and pesticides; and assists farmers through measures such as price stabilization and crop insurance. It also provides consumer-oriented food advisory services, supervises race track betting and protects and manages Canada's forest resources.

Legislation

(The Minister of Agriculture is solely responsible to Parliament for the following legislation:)

- Advance Payments for Crops Act
- Agricultural Products Board Act
- Agricultural Products Co-operative Marketing Act
- Agricultural Products Marketing Act
- Agricultural Stabilization Act
- Animal Disease and Protection Act
- Animal Pedigree Act
- Canada Agricultural Products Act
- Canada Grain Act
- Canadian Dairy Commission Act
- Canadian Wheat Board Act
- Cheese and Cheese Factory Improvement Act
- Cold Storage Act
- Criminal Code
- Crop Insurance Act
- Department of Agriculture Act
- Experimental Farm Stations Act
- Farm Credit Act
- Farm Debt Review Act
- Farm Improvement and Marketing Cooperatives Loans Act
- Farm Products Marketing Agencies Act
- Farm Syndicates Credit Act
- Feeds Act
- Fertilizers Act
- Foot and Mouth Disease, Control and Extirpation Act
- Fruit, Vegetables and Honey Act
- Grain Futures Act
- Hay and Straw Inspection Act
- Humane Slaughter of Food Animals Act
- Inland Water Freight Rates Act
- Livestock and Livestock Products Act
- Livestock Feed Assistance Act
- Meat and Canned Foods Act
- Meat Import Act
- Meat Inspection Act
- Milk Test Act
- Pest Control Products Act
- Pesticide Residue Compensation Act
- Plant Quarantine Act
- Prairie Farm Assistance Act
- Prairie Grain Advance Payments Act
- Seeds Act
- Two Price Wheat Act
- Western Grain Stabilization Act
- Wheat Co-operative Marketing Act

(The Minister of Agriculture shares responsibility to Parliament for the following legislation:)

- Canada Agricultural Products Standards Act (Minister of Consumer and Corporate Affairs)
- Canada Dairy Products Acts (Minister of Consumer and Corporate Affairs)
- Canada Grain Act (Minister of Transport)
- Inspection and Sale Act (Minister of Consumer and Corporate Affairs)
- Maple Products Industry Act (Minister of Consumer and Corporate Affairs)
- Criminal Code, Section 188 (Minister of Justice and Attorney General of Canada)
- Western Grain Stabilization Act (Minister of Transport)

Organizational Units and their Role

Departmental Secretariat

The Secretariat is responsible for the correspondence, briefing and activity scheduling systems for the Minister, Deputy Minister, and Associate Deputy Minister, for tracking and reporting on major current issues of concern to the Department, for corporate liaison with Cabinet Committee Secretariats, and for providing secretariat services to the Assistant Deputy Ministers Committee and the Senior Management Committee.

Corporate Management Branch

This branch assists operating branches in achieving efficient, effective and economical delivery of departmental programs through provision of administration, financial, systems, consulting and library services. The Corporate Management Branch, through corporate, branch and regional units, assists all management and operational elements in the Department in fulfilling their responsibilities for program delivery. It provides assistance, interpretation and direction to operational branches to ensure that central agency and parliamentary requirements are met.

AGRICULTURE CANADA

Audit and Evaluation Branch

This branch provides senior management with accurate, objective and timely information and advice on program effectiveness, efficiency and relevance. The principal activities of this branch include: developing corporate policies for the audit and evaluation functions, developing annual and long-range plans and schedules for audit and evaluation, and conducting internal audits and program evaluations of departmental programs and operations on a cyclical basis.

Communications Branch

This branch provides advice and counsel in communications to departmental ministers and managers. It advises farmers, agricultural advisers, agribusinesses, students, and the public about policies, programs and activities of the Department. It disseminates agricultural and food information.

Personnel Branch

This branch assists all departmental managers in obtaining and maximizing the use of their human resources through guidance, advice and service relating to personnel matters. The Personnel Branch develops and administers personnel policies and programs and provides staff training and other related services for a staff of over 13 000 employees of the Department, in six catagories of employment, at various locations across Canada.

Food Production and Inspection Branch

This branch consists of the Health of Animals Directorate, the Food Inspection Directorate, the Plant Health and Directorate, the Pesticides Directorate, the Management Services and Priorities Directorate, the Veterinary Inspection Directorate, the Agri-Food Safety Division, the Agricultural Inspection Directorate and the Rack Track Division. This branch protects the health of the Canadian plant and animal resource base; maintains and improves the marketability of agricultural and forest products; protects the wagering public at race tracks and assists in maintaining a liable racing industry.

Research Branch

The mandate of the Research Branch is to provide new knowledge and improved technology to ensure the efficient production of an adequate supply of safe and nutritious food, a stable and profitable agriculture and food industry, and a judicious use of natural resources essential to Canadian agriculture in order to improve the long-term marketability of Canadian agricultural products. The Branch also provides support to other branches, departments and agencies in activities of national concern in the agricultural and food sector, and assistance to international research programs of less developed countries.

Policy Branch

The Branch is the main departmental organization for the development and co-ordination of market-oriented commodity-based strategies and strategic directions for the Department which actively support broad government policies and directives. The work of the Branch is aimed at improving the performance of the Canadian agricultural system and ensuring the long-term supply of agricultural products and foods and the reosurce base. In pursuing its objectives, the Branch provides timely and reliable economic and market intelligence, commodity and food market outlooks, analysis of policies, legislation and regulations that impact on the agri-food sector and administers the following Acts: *Agricultural Stabilization*; *Agricultural Products Board*; *Advance Payments for Crops*; *Agricultural Products Co-operative Marketing*, *Crop Insurance* and *Farm Improvement and Marketing Co-operatives Loans*.

Agriculture Development Branch

The Agriculture Development Branch plans and implements development strategies and programs in support of the agri-food sector. The Branch is comprised of 13 main responsibility centres — three located at headquarters and 10 regional offices located in each province. At headquarters, the **Commodity Production and Marketing Directorate** provides a national focus for the management of development programs designed to improve the performance and competitiveness of the agri-food sector from production to consumption. The **Special Programs Division** monitors, co-ordinates, and evaluates agri-food development programs, e.g., Federal-Provincial Agreement Initiatives, Production Development Assistance Initiatives, Canadian Agricultural Marketing Development Initiatives, Farm Debt Review Boards, Canadian Rural Transition Program, and the **Agricultural Products Marketing Act**. The **Priorities and Management Strategies Division** provides support and advice related to operational planning, resource management, information systems, and general administration.

International Programs Branch

This branch co-ordinates departmental international activities in a manner consistent with government policy and in support of the international relations and international marketing mandate of the Department of External Affairs. In providing advice and recommendations to senior management, **International Affairs Directorate** ensures that the Department's aid, trade and development assistance activities are co-ordinated and consistent with Canadian international policy and with the objectives of growth, stability and competitiveness within the domestic agri-food sector. This branch has a staff management group and two Directorates: International Affairs and International Trade.

Prairie Farm Rehabilitation Administration (PFRA)

The Prairie Farm Rehabilitation Administration provides ongoing programs and projects to conserve and develop the soil and water resources of Manitoba, Saskatchewan and Alberta. These activities are designed to develop and promote improved systems of farm practice, tree culture, water supply and land use that will result in greater economic security for residents of the areas. PFRA is also responsible for the administration of the Agricultural Service Centres program for the development of water supply and sewage disposal systems in selected prairie communities and the implementation aspects of the Canada-Manitoba and Canada-Saskatchewan Interim Subsidiary Agreements on Water for Regional Economic Expansion and Drought Proofing.

Grain and Oilseeds Branch

This branch provides direction and support required for the efficient and effective delivery and development of both domestic and international grains and oilseeds policies, programs and services. It contributes to ensuring the quality of standards and high worldwide reputation of Canadian grains and oilseeds through regulation of the handling industry. It contributes to stabilizing the income of grain and oilseeds producers from short-term market instabilities, providing grains and oilseeds industrial development assistance, and providing a focus for the federal relationship with the co-operatives sector. The Branch is organized into four areas: the Grain Marketing Bureau, the Co-operatives Secretariat, and the Priorities and Strategies Directorate, all located in Ottawa; and the National Grains Bureau, located in Winnipeg (Western Grain Stabilization Administration is part of the NGB).

The **Grain Marketing Bureau** co-ordinates and carries out trade development acitivities and contributes to the development of trade policy for grains and oilseeds products. It has close relations with various Crown agencies and quasi-governmental bodies involved in the grain industry and the private grain trade. It administers the Grains and Oilseeds Program and, in conjunction with the departments of Agriculture and Transport, provides support to the minister responsible for the Canadian Wheat Board. The primary objective of the Bureau is to encourage sustained and orderly growth in the production, processing and marketing of grains, oilseeds and their products.

The **Western Grain Stabilization Administration** administers the *Western Grain Stabilization Act* by collecting producer levies, making subsidy payments to producers when necessary and maintaining a record of grain producers' transactions.

Canadian Grain Commission

The Canadian Grain Commission administers the *Canada Grain Act* through the recommendation and implementation of grading standards for grain, the licensing of grain elevators, the inspection and weighing of grain, the economic and statistical monitoring of grain handling and storage systems, research into the quality of cereal grains and oilseeds, and supervision of grain futures exchanges.

Canadian Forestry Service

The Service consists of the: Policy, Planning and Economics, Industry Trade and Technology, Forest Science and Forest Development directorates.

Policy Planning and Economics is responsible for the development of policies for forest renewal and related research and development, plus strategic and operational planning for the management of the program. The **Forest Science Directorate** administers the planning, co-ordination, evaluation and development of its programs as well as Canadian Forestry Service research operations and technical services to ensure that a greater body of scientific and technical knowledge of the forest resource will contribute to the effective management, utilization and protection of Canada's forest resources. The **Forest Development Directorate** is responsible for the implementation and administration of the federal/provincial forestry development agreements, federal forest land management and forest sector labour market development. **Industry, Trade and Technology** is responsible for all industry research and development through Crown-owned corporations, industrial development activities and the development of trade and markets for forest products.

Manuals

Food Production and Inspection Branch

(Health of Animals Directorate)
- Manuals of Procedures Relating to the *Animal Disease and Protection Act and Regulations*

(Food Inspection Directorate — Livestock and Poultry Products Division)
- Livestock Grading Manual
- Inspection Manual — Hatcheries
- Processed Egg Inspection Manual
- Processed Poultry Inspection Manual
- Shell Egg Inspection Manual

(Dairy, Fruit and Vegetable Division)
- Commodity Manual
- Dairy Plant Inspection Manual Requirements and Procedures
- Fresh Fruit Commodity Manual
- Fresh Vegetables Commodity Manual
- Grading Manual — Dairy Products
- Inspection Manual — Dairy Products
- Inspection Manual — Fresh Fruits and Vegetables
- Inspector's Guide — Licensing and Arbitration (Fresh Fruits and Vegetables)
- Inspector's Handbook — Processed Products
- Inspector's Manual
- Laboratory Manual — Dairy Products
- Licensing and Arbitration Manual
- Specialty Cheese Manual

(Laboratory Services Division)
- Feed Laboratory Analytical Methods
- Fertilizer Laboratory Methods Manual
- Laboratory Manual for Pesticide Residue Analysis in Agricultural Products
- Laboratory Accreditation and Audit Protocol
- Methods and Procedures for Testing Seed
- Pesticide Product Procedures Manual
- Safety Manual
- Microbiological Analysis of Frozen Vegetables
- Pesticide Products Analytical Methods

(Meat Hygiene division)
- Meat Hygiene Manual of Procedures
- Meat Inspection Act and Regulations

(Plant Health Directorate — Seed Division)
- Authorized Establishment Manual
- Inspection and Trade Memoranda
- Training Guides for Inspectors

(Pesticides Directorate)
- Memoranda to Registrants and Trade Memoranda
- Operating Manual

(Feed and Fertilizer Division)
- Feed Inspection Manual
- Fertilizer Inspection Manual
- Inspection and Trade Memoranda

(Plant Health Division)
- Plant Quarantine Directives, Act and Regulations
- Ship, Mill and Elevator Inspection Manual

(Race Track Division)
- Office Consolidation of Race Track Supervision Regulations and Amendments
- Operational Manual (Race Track Supervision)
- Race Track Officer Training Manual
- Race Track Supervision Regulations

Research Branch

- Inventory of Canadian Agricultural Research Instructions Kit
- Data System for Soils in Canada
- Manual for Describing Soils in the Field
- Plant Virus and Antiserum Bank

Agriculture Development Branch

- Canadian Dairy Sire Appraisal — semi-annual reports
- Canadian Cow Indexes — semi-annual reports

- Records of Performance for Dairy Cows and Goats

Policy Branch

- Administration Manual, *Advance Payments for Crops Act*
- Administration Manual, *Agricultural Products Co-operative Marketing Act*
- Farm Improvement and Marketing Co-operatives Loans Manual
- Farm Improvement Loan Administration
- Farm Improvement Loans Manual (Amendment)
- Guidelines and Procedures, *Crop Insurance Act*
- Guidelines for Lenders, Farm Improvement and Marketing Co-operatives Loans
- Guidelines for Lenders, *Farm Improvement Loans Act*

Prairie Farm Rehabilitation Administration (PFRA)

- Drafting Standards Manual
- PFRA Survey Manual
- PFRA Policy and Procedure Manual
- Precipitation and Evaporation Tables (1911-1981)
- Range Analysis Survey — Methods and Procedures
- Site Investigation — Evaluation and Design for Soil and Water Conservation Service Dams; PFRA Moose Jaw Depot

Canadian Grain Commission

- Grain Grading Handbooks for Eastern Canada and for Western Canada
- Stored Grain Pests
- The Official Grain Grading Guide

Corporate Management Branch

- Agrifin Manual
- Manual of Administrative Policy and Procedures

Additional Information

Requests for further information about the Department and its various programs and functions may be directed to:

Communications Branch
Agriculture Canada
Sir John Carling Building
930 Carling Avenue
Ottawa, Ontario
K1A 0C7
(613) 995-8963

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Agriculture Canada
Room 8103, Sir John Carling Building
930 Carling Avenue
Ottawa, Ontario
K1A 0C5
(613) 995-5118

Reading Room

Members of the public who wish to inspect manuals used by employees in administering or carrying out programs and activities that affect the public may visit the library of this institution which has been designated as a reading room under section 71 of the *Access to Information Act*. The address is 930 Carling Avenue, Ottawa, Ontario.

Classes of Records

DOA/FPI-005
Pathology Services
Description: Diagnostic service and research activities related to animal diseases, consultation and licensing for use of biologics, veterinary and pest control products. *Topics:* Diseases (agents of disease, transmission to humans, economic loss due to disease); diagnostic activities; diagnostic reagents; registration consulting service; licensing and use of biologics, veterinary and pest control products.

DOA/FPI-010
Humane Treatment of Animals
Description: Information on the prevention of stress-related diseases in animals and humane treatment of animals being transported within Canada or exported from Canada. *Topics:* Enquiries; reports; correspondence; transportation systems; stockyards; ports of entry; code of practice (poultry, veal and swine).

DOA/FPI-015
Importation of Animals
Description: Information on the control of animal and bird imports to prevent animal disease from gaining entry into Canada. *Topics:* Veterinary inspection reports; quarantine station activity reports; Australian and European livestock importation programs; imports of game farm and zoological garden animals; imports of pets; feathers; skins, hides and wool; imports of birds; fertilizers; tankage; plant products; insects; others (tropical fish, amphibians, worms).

DOA/FPI-020
Export Testing and Certification
Description: Information on the acceptability of Canadian animals and products for export by ensuring their being free of disease or disease-causing agents and by meeting the standards of importing countries. *Topics:* Species of animals; disease and disease-causing agents; import requirements of foreign countries; export testing programs and certification; facilitating export; export of birds; export of poultry; export of plants.

DOA/FPI-025
Disease Control
Description: Information on the prevention, control and eradication of communicable and other diseases, and on compensation for related losses. *Topics:* Animal diseases — brucellosis, tuberculosis, salmonellosis and other indigenous diseases; foreign animal diseases; reportable diseases of animals and poultry; artificial insemination; embryo transfer; veterinary biologics. *Storage Medium:* Machine-readable records are available on brucellosis survey arranged by herd at headquarters; also on herd serum banking and rabies control.

AGRICULTURE CANADA

DOA/FPI-030

Registration and Product Standards (Meat and Poultry Products)

Description: Information on standards for the processing, grading and marking of poultry and poultry products, red meat, and animal products (furs, wools). *Topics:* Sanitation and building standards; grading standards; poultry packaging and labelling; import and export requirements; animal products (furs and wools); policy development; consultation with industry; egg quality data; egg solids. *Storage Medium:* The egg quality data and egg solids files are machine-readable.

DOA/FPI-035

Grading and Monitoring

Description: Information on a national program for grading red meats, animal products, poultry and poultry products, and for inspecting and registering hatcheries, egg stations, and egg processing and poultry slaughtering plants. *Topics:* Grading red meat; grading poultry and poultry products; egg and poultry processing stations; hatcheries (registration and inspection); laboratory analysis of egg products; training and development; import and export inspection; complaints; enforcement; policy development.

DOA/FPI-045

Grading, Standards and Labelling (Dairy, Fruit and Vegetables)

Description: Information on grading programs, quality standards and on the design and control of labelling requirements. *Topics:* Standards — dairy, fresh fruit and vegetables, processed fruit and vegetables, honey and maple products; grading of dairy products; monitoring the grading of fruit and vegetable products; label design and approval; packaging; weight and volumes; studies and surveys; policy development; consultation with governmental and non-governmental organizations.

DOA/FPI-050

Registration, Licensing and Arbitration

Description: Information on the registration of fruit and vegetable processing plants, dairy plants, and fresh produce warehouses; the licensing of dealers and brokers; and the arbitration of disputes. *Topics:* Registration of establishments — dairies; fruit and vegetable processing plants; fresh produce warehouses; licensing of dealers and brokers; suspension or cancellation of registration; list of registered processors; arbitration boards; complaints; policy development.

DOA/FPI-055

Import, Export and Interprovincial Control

Description: Information on the control and regulation of import, export and interprovincial movement of dairy, fresh and processed fruit, and vegetable products. *Topics:* Export certification; compliance to import regulations; concessions — processing and packaging; consultations — associations, government agencies (foreign and domestic); statistics; complaints; policy development.

DOA/FPI-060

Inspection and Monitoring

Description: Information on the inspection and monitoring of dairy, fruit, vegetable and certain other products; and on related establishments. *Topics:* Product inspection; establishment inspection; laboratory analysis; certificates of inspection; system auditing; consultation with governmental and non-governmental organizations; violations and prosecutions; inspection fees; complaints; compliance; policy development.

DOA/FPI-065

Scientific Analysis

Description: Information on analytical tests to ensure conformity with established quality-assurance standards for certain products and facilities. *Topics:* Requests for analysis; analytical reports; test results; product safety; sampling programs (quotas); provision standards; consultation with national and international, governmental and non-governmental organizations; methods of analysis; statistics; laboratory accreditation protocols; audits; check samples; quality assurance protocols. *Storage Medium:* LIMS computer database contains samples received and reported, tests requested and performed, and computer-generated certificates of analysis are machine-readable. *Retrievability:* Files arranged by date sampled, laboratory number or by commodity, region, date and type of test. Certain files are kept in regional laboratories.

DOA/FPI-070

Analytical Methodology Development

Description: Information on analytical methodologies to support and enhance the quality of scientific analysis provided by the division. *Topics:* Methodology research proposals; assessment studies; methods validation; establishment and dissemination of methodology; program review; analytical literature surveys; research reports; publications; investigational sampling requests, and results.

DOA/FPI-075

Inspection and Monitoring (Meat and Poultry Products)

Description: Information on the inspection and monitoring of food animals, meat products and plant sanitation. *Topics:* Testing — toxicity, residues, contaminants; disease monitoring; complaint investigation; transport sanitation; inspection auditing; surveys; national and regional inspection — slaughterhouses, storage and processing facilities; stamping devices; policy development. *Storage Medium:* Files of statistics on weekly and monthly poultry kills, disease condemnations and establishment review are machine-readable.

DOA/FPI-076

Training for Inspection and Monitoring (Meat Hygiene) (New)

Description: Information on training for the inspection and monitoring of food animals, meat products and plant sanitation. *Topics:* Inspection techniques for various species, sanitation practices, humane handling, food processing; basic meat science; basic microbiology; food borne pathogens; biological residues. *Storage Medium:* Training materials in written format as modules with visual components on video or filmstrip with audio cassette.

DOA/FPI-080

Plant Registration

Description: Information on the registration of storages, slaughtering and processing plants. *Topics:* Construction specifications; equipment; use of non-food materials and agents; storage facilities; policy development.

DOA/FPI-085

Standards and Labels

Description: Information on the development of and compliance with standards and labels to ensure quality, nutritional value and safety of meat products. *Topics:* Label review on microfilm; approved Canadian and foreign labels (machine-readable list); packaging; food standards — formulas and preparation; additives; policy development.

DOA/FPI-090

Export and Import

Description: Information on the certification of Canadian meat products for export to comply with the requirements of foreign countries and on compliance of imported meat, meat products and byproducts with Canadian standards. *Topics:* Export certification; foreign requirement establishment reviews; review of registered Canadian facilities to comply with export requirements; statistics; policy development. *Storage Medium:* List of all approved products for import and export, and statistics on the import and export of meat are machine-readable.

DOA/FPI-095

Seed Projects

Description: Information on the characteristics of seed varieties, foreign and domestic movement of seed, and availability of adequate supplies. *Topics:* Seed varieties; importation of seeds; exportation of seeds; statistics; contract multiplication; international liaison. *Storage Medium:* Seed inventory and seed sealing are machine-readable.

DOA/FPI-100

Inspection and Enforcement

Description: Information on the inspection and enforcement of standards governing seed quality. *Topics:* Seed inspection; violations and detentions; crop inspection; grading; diseases; seed testing.

DOA/FPI-105

Seed Standards

Description: Information on the development of new or amended seed quality standards; packaging and labelling.

DOA/FPI-110

Variety Registration

Description: Information on the evaluation of new varieties of seeds for the purpose of registration. *Topics:* Registration of seeds; list of registered varieties (machine readable); unregistered varieties.

DOA/FPI-115

Inspection, Testing and Certification

Description: Information on the inspection and testing of seed potatoes, and certification for domestic markets. *Topics:* Seed multiplication; seed potato improvement; inspection; enforcement; training programs; storage and transportation; testing (seed lots, field and post-harvest); inventory of varieties; assessment of varieties; complaint investigation (domestic); federal-provincial consultations.

DOA/FPI-120

Standards and Specifications

Description: Information on guidelines, specifications and standards on seed potatoes. *Topics:* Standards and labelling; laboratory facilities; transportation; storage; seed potato varieties; policy development.

DOA/FPI-125

Import and Export (Seed Potatoes)

Description: Information on the control of imports, export certification, and facilitation of seed potato trade. *Topics:* Phytosanitary agreements; facilitation of trade; import standards; export certification; complaint investigation (foreign); evaluation of foreign certification programs.

DOA/FPI-130

Registration and Fees (Pesticides)

Description: Information on the registration of pesticides under the *Pest Control Products Act*. *Topics:* Application for registration; specification forms; product labels; ingredient authorizations; registrant correspondence. *Retrievability:* Files arranged by registrant code and registration number.

DOA/FPI-135

Ingredients in Pesticides

Description: Information on the evaluation of pesticides to determine whether they will perform as claimed and on safe conditions for their use. *Topics:* Product chemistry; toxicology; metabolism; residues; environmental chemistry and toxicology. *Retrievability:* Files arranged by ingredient code.

DOA/FPI-140

Inspection and Compliance

Description: Information on the development, implementation and monitoring of a national field compliance program for registered pesticides. *Topics:* Monitoring; investigation; enforcement.

DOA/FPI-145

Feed Evaluation, Registration and Compliance

Description: Information on pre-sale evaluation of feed, registration of feed, and inspection of feed production and products to ensure compliance with regulatory requirements. *Topics:* Evaluation of feed; approval of single ingredients; correspondence; labelling; certificates of registration; registration continuance certificates; product inspection; Feedmill inspection; toxicity, residues and diseases; violations; hay and straw grading. *Storage Medium:* Feed database of registered products and listing of analytical results of feed samples are machine-readable; microfilm for expired certificates of registration and company correspondence.

DOA/FPI-150

Fertilizer Evaluation, Registration and Compliance

Description: Information on pre-sale evaluation and registration of fertilizer and on inspection of fertilizer products to ensure compliance with regulatory requirements. *Topics:* Evaluating fertilizer; approval of single ingredients; correspondence; labelling; certificates of registration; product inspection and grading; toxicity residues and diseases; violations. *Storage Medium:* Listing of analytical results of fertilizer samples, Canadian fertilizer plant statistics and fertilizer database of registered products are machine-readable.

DOA/FPI-155

Import Program (Plants)

Description: Information on the planning and maintenance of a national program to prevent the introduction and establishment in Canada of foreign plant pests detrimental to the Canadian agricultural and forestry industries. *Topics:* Import permits; port inspection statistics, commercial; port inspection statistics, non-commercial; quarantine and decontamination; importation of agricultural and forest products. *Storage Medium:* Airport inspection file is machine-readable.

DOA/FPI-156

Export and Domestic Programs (Plants)

Description: Information on the planning and maintenance of a national program designed to prevent the spread of pests within Canada, survey for and control quarantine pests occurring in Canada and to ensure the acceptance of Canadian agricultural and forestry products in export markets and for movement within Canada by being free of plant pests and meeting the health standards of the receiving country or region. *Topics:* Export agriculture and forestry products to foreign and domestic markets; pest distribution (publications); ship, mill and elevator sanitation inspection; plant quarantine importation requirements of foreign and domestic market; decontamination and fumigation; pesticide application, phytosanitary export and domestic movement certification; quarantines.

DOA/FPI-161

Seed Potato Programs

Description: Information on the planning and maintenance of a national program designed to provide seed potatoes of a class and quality that will meet the demands of both domestic and export markets. *Topics:* Seed potato certification standards; import requirements of foreign and domestic markets; export and domestic certification standards.

DOA/FPI-170

Biological Programs

Description: Information on the identification of pests and on analysis of pest risk. *Topics:* Lists of intercepted pests; insects and plant diseases; surveys; pest identification; and analysis of pest risk.

DOA/FPI-175

Program and Management Services

Description: Information on the development and implementation of plant health programs in the areas of Human Resources Development (including Manual Development). *Topics:* Compensation, public awareness, consultation with client agencies, operational planning, program audit and control, and computer systems development.

DOA/FPI-180

Pari-Mutuel Supervision

Description: Information on the regulation and supervision of pari-mutuel betting on horse races. *Topics:* Daily pari-mutuel betting activities; pool distribution; investigation reports into alleged race fixing; betting dates; tests of totalizator equipment; race track facilities; racing commissions; conferences; betting systems; betting permits; security of bets and betting data; federal levy on wagering. *Retrievability:* Files arranged by racing event and date.

DOA/FPI-185

Race Surveillance

Description: Information on the surveillance of horse races. *Topics:* Daily supervision reports; photo finish service; race patrol service; drug control service; test inspectors' personal records. *Storage Media:* Film, videotapes and photographic print. *Retrievability:* Files arranged by racing event and date.

DOA/FPI-190

Surveillance Research

Description: Information on all aspects of research into race track surveillance. *Topics:* Diagnostic activities; drug detection; recording of races on film or video tape; effect of drug administration on horses. *Storage Media:* Film, videotapes and photographic prints. *Retrievability:* Files arranged by drug study.

DOA/RBR-195

Land Research

Description: Information on the maintenance, availability and better utilization of agricultural land to meet current and future agricultural and food production needs. *Topics:* Soil management and conservation (erosion problems, tillage, reclamation, fertilizer use); soil composition (organic matter, mineral content, chemical analysis); soil mapping; land inventory (classification, surveys, mapping); soil and land evaluation. *Storage Medium:* Soil mapping is machine-readable.

DOA/RBR-200

Water and Climate Research

Description: Information on the use of water resources and the effects of weather and climate on agricultural production. *Topics:* Irrigation, drainage, desalination, conservation; winter survival of crops, meteorological and climatic indices; crop development models (yield prediction through use of climatic indices); atmospheric carbon dioxide; meteorological records and data. *Storage Medium:* File on desalination, and meteorological records are machine readable.

DOA/RBR-210

Protection

Description: Information on the protection of animals and crops from diseases, insects and weeds, and on minimizing environmental degradation from agricultural practices. *Topics:* Plant disease organisms, insect pests, weeds, pesticides, chemical and biological control, insect population monitoring, integrated pest management, pollution studies — residues from animal and crop production, toxicology, environmental quality; waste management; pesticide management; plant nutrient studies.

DOA/RBR-215

Food Quality and Nutrition Research

Description: Information on the safety, quality and nutritive value of edible agricultural products. *Topics:* Food safety — toxicants and contaminants; food quality — food composition, nutrient availability, nutrition, quality measurement.

DOA/RBR-220

Animal Production Research

Description: Information on the efficiency of production and the quality of animals in support of market development. *Topics:* Beef, dairy, swine, poultry, sheep, certain other animals, and honey bees; breeding; nutrition; management practices; physiology; feeding; protection; reproduction; behaviour; carcass grading.

DOA/RBR-225

Crop Production Development Research

Description: Information on the efficiency of production and quality of crops in support of market development. *Topics:* Wheat and other cereals; oilseed crops; forage crops; horticultural crops; field crops; breeding; physiology; management practices; protection; disease resistance; plant nutrient studies; and N fixation.

DOA/RBR-230

Biological Resources and Scientific Support Services

Description: Information on the quantity, quality and location of Canada's biological resources, and on the scientific support services for research programs; classification and collections of vascular plants, insects, arachnids, nematodes, fungi; bacteria and viruses; plant gene collections; statistical design, analysis and interpretation.

AGRICULTURE CANADA

DOA/RBR-240

Food Processing and Distribution Research

Description: Information on increasing efficiency in the processing and distribution sectors through technological innovation and product improvement. *Topics:* Food processing (technological innovation, equipment and utilization); the development of new ingredients; storage (physiology and storage conditions) data.

DOA/RBR-245

Commonwealth Agricultural Liaison

Description: Information on liaison with the Commonwealth International Agricultural Bureau and the Commonwealth Science Council. *Topics:* Information Service — agricultural scientific information, journals and book reviews; identification service — identification of pests and plant diseases; and biocontrol services — pest evaluation, survey and review services related to the introduction of biological control agents.

DOA/RBR-250

Biotechnology

Description: Information on the assessment, development and utilization of basic and emerging technologies in support of agricultural research, including: recombinant technology, tissue culture, protoplast fusion, single-cell protein production, nitrogen fixation, cytogenetics, and diagnostics.

DOA/POL-255

Administration of Acts

Description: Information on loan guarantees, market development and advance crop payments. *Topics:* Application for financial assistance (marketing boards, producer organizations, co-operatives); establishing commodity values; auditing; *Agricultural Products Co-operative Marketing Act; Advance Payments for Crops Act.*

DOA/ADB-261

Market Information Service

Description: Information on the quality, quantity, price, sale and/or movement of selected commodities. *Topics:* Collection of prices, sales and inventories of various commodities from private sector sources in Canada, and abroad; aggregation of data and relevant information concerning policies and programs in Canada, competing countries and importing nations; publishing of markets information and intelligence; liaison with private sector and other government departments/agencies. *Storage Media:* Machine-readable files, hardcopy publications, and public database.

DOA/ADB-271

Food Development Division

Description: Information on the Canadian food processing, retailing and foodservice sectors. *Topics:* Technological development in food processing; retail and foodservice organization and structure; packaging problems; marketing research; domestic agri-food information, producer-market linkages. *Storage Media:* Hard copy and computer.

DOA/IPB-275

International Trade and Markets Information

Description: Information pertaining to the export of Canadian agri-food products, services and technology. *Topics:* Country Marketing Environment Reports; Foreign Missions Reports; reports of seminars and technical trade missions; Canadian agri-food trade with individual foreign countries; programs and services available to exporters; export marketing companies and organizations; agri-food sector of foreign countries. *Retrievability:* Files arranged by country, commodity and number. *Storage Media:* Hard copy and computer.

DOA/GOB-280

Co-operatives and Producers Marketing Organizations

Description: Information pertaining to co-operatives and producers' marketing organizations. *Topics:* Co-operation in Canada; Marketing Board Statistics; Co-operatives in International Trade; Directory of Agricultural Marketing Boards in Canada. *Retrievability:* Files arranged by organization, commodity, province and number. *Storage Media:* Hardcopy and computer.

DOA/IPB-300

Preparation of Briefing Papers

Description: Briefing papers on various agriculture-related trade policy questions for use by the Minister and senior officials of the Department. *Topics:* Import quotas; tariff changes; bilateral trade agreement negotiations; relations with less developed countries; food security; food reserves; other trade-related topics.

DOA/IPB-305

Compilation, Analysis and Dissemination of Trade Statistics

Description: Agricultural trade statistics derived from original data published by Statistics Canada. *Topics:* Canadian agricultural exports (by commodity and receiving country); Canadian agricultural imports (by commodity and source country); trade statistics. *Storage Medium:* Trade statistics are machine-readable and available on microfiche.

DOA/POL-310

Economic Research on Commodity Markets and Agricultural Market Forecasting

Description: Information on the supplies, consumption, inventories, trade and prices of the major agricultural commodities produced in Canada and on the analysis of factors influencing the behaviour of markets for these commodities. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grains, oilseeds and fodder crop. *Storage Medium:* Statistics on commodity prices, marketings, stocks, imports, exports, production and disposition are machine-readable.

DOA/POL-315

Agricultural Policy Issues

Description: Information on economic factors related to the supply, demand and pricing of agricultural commodities and on the development and analysis of economic policy alternatives for the government. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grain and feed land policy development.

DOA/POL-320

Market Intelligence

Description: Market analyses on the purchasing, processing and transportation of food. *Topics:* Food prices; food expenditures (consumer spending); processing and retailing. *Storage Medium:* Food prices, pricing forecast model and food consumption are machine-readable.

AGRICULTURE CANADA

DOA/POL-325
Food Policy and Research
Description: Economic studies and policy advice on food markets. *Topics:* Food prices; processing and retailing, transportation; food demand and consumption; foreign ownership; regulations.

DOA/POL-330
Agriculture-Related Data
Description: Economic data related to agriculture. *Topics:* Market commentaries (annual and monthly time series); monthly and annual trade data (prices and quantities); source data for Food and Agriculture Regional Model and the hog, slaughter cattle and cow/calf stabilization models (monthly, quarterly and annual time series); miscellaneous economic data on agriculture and food. *Retrievability:* Files arranged by AGSEC code or commodity (marketing and trade coding system).

DOA/COM-334
Corporate Affairs
Description: Information on the public environment provided to the ministers' and senior managers' offices; communications plans; speeches given by ministers or their representatives. *Topics:* Public environment; all current agricultural issues and programs. *Storage Media:* Paper and computer.

DOA/COM-335
Public Affairs
Description: Information on the Department's work disseminated through the written press, radio, television, films, and on public relations activities. *Topics:* Updates on policies, programs and regulations, review of research projects and promotion of special events and activities, public interest messages for television. *Storage Media:* Paper and computer, radio tapes, and short films.

DOA/COM-340
Creative Services
Description: Departmental publications (books, brochures, pamphlets, and periodicals), exhibits and displays, graphic designs, audio-visuals, communications strategies and project management. *Topics:* Technical information publications and audio-visuals on crops, livestock, and other agricultural topics. *Storage Media:* Paper, photographs, exhibits and displays, graphic designs.

DOA/GOB-345
Producer Account Maintenance
Description: Information on transactions between grain buyers and producers under the provisions of the *Western Grain Stabilization Act. Topics:* Date of transaction; grade of grain; purchaser (name and location); quantity delivered; revenue paid; kind of grain. *Retrievability:* Files arranged by Canadian Wheat Board permit number.

DOA/GOB-350
Stabilization Payments and Levies
Description: Information on stabilization payments to grain producers and levies on grain sold. *Retrievability:* Files arranged by Canadian Wheat Board permit number.

DOA/POL-355
Crop Insurance Program
Description: Information on federal assistance to provincially operated crop insurance programs that provide producers with income stability against specific crop loss risks. *Topics:* Federal-provincial agreements under the *Crop Insurance Act;* federal contributions to the provinces; annual report for the Minister under the *Crop Insurance Act;* provincial crop insurance program proposals, statistical reports, crop insurance annual reports and crop condition reports; audit reports; foreign crop insurance information.

DOA/POL-360
Relief Assistance Programs
Description: Information on crop loss assistance programs that cover emergency situations not provided for under ongoing crop insurance programs. *Topics:* Federal-provincial agreements; crop loss assistance program details; federal contributions to programs; soil moisture and crop condition reports; audit reports.

DOA/POL-365
Waterfowl Crop Damage Compensation Program
Description: Information on compensation for individual producers in Manitoba, Saskatchewan and Alberta who have suffered serious waterfowl crop loss damage. *Topics:* Federal-provincial agreements; federal contributions; the Crop Damage Prevention Program and policies; program studies; waterfowl crop damage compensation policies; program audit reports.

DOA/POL-370
Prairie Farm Assistance
Description: Information on assistance to farmers in the western wheat area in the event of a district crop failure. *Topics: Prairie Farm Assistance Act,* 1939; claims and payments; program phase-out 1973-74; repeal of the Act, 1979; annual reports. *Special Access Note:* Operational records now stored at National Archives of Canada in Winnipeg; administrative and policy records stored at headquarters.

DOA/IPB-375
International Liaison
Description: Information on liaison with international organizations, international agricultural intelligence and bilateral relations with foreign countries, including visits and missions. *Topics:* Food and Agriculture Organization (FAO); World Food Program; World Food Council; Inter-American Institute for Agricultural Co-operation (IICA); OECD Committee for Agriculture; Memoranda of Understanding on Agricultural Co-operation; senior level foreign visits.

DOA/IPB-380
Industry and Non-governmental Organization Liaison
Description: Identification of and profiles on major national and international non-governmental organizations (NGOs); liaison with major NGOs; establishing contacts and attending meetings with representatives of these NGOs. *Topics:* Provincial, national and international NGOs; conferences and meetings; government liaison — NGOs.

DOA/SDM-385
Civil Emergency Planning
Description: Information on preparedness plans to ensure adequate inspection and regulation of agricultural products and services in the event of a national emergency. *Topics:* Liaison in emergency planning matters with Privy Council Office and Emergency Preparedness Canada, other federal departments, provincial departments of agriculture, U.S. Department of Agriculture and NATO; orientation training in Agricultural Emergency Planning.

AGRICULTURE CANADA

DOA/IPB-390

International Agricultural Projects (CIDA)

Description: Information on certain technical assistance projects in developing countries in conjunction with the programs of the Canadian International Development Agency (CIDA). *Topics:* Project descriptions; reports; administration guidelines.

DOA/IPB-395

International Agricultural Assignments

Description: Information on the staffing of overseas agricultural projects carried out by Agriculture Canada, CIDA and various international agencies. *Topics:* International agency job vacancy notices (Food and Agriculture Organization, WFP, CGIAR, etc.); roster of individuals interested in international assignments; international vacancy notices — CIDA projects.

DOA/IPB-400

Technical Assistance

Description: Information on departmental policy in reference to technical assistance abroad in the agricultural sector. *Topics:* Technical assistance; international agricultural issues; aid/trade issues.

DOA/IPB-405

World Food Day Secretariat

Description: Information on the co-ordination of Canada's observance of World Food Day, including participation from the provinces and other federal departments as well as other organizations concerned to ensure secure food supplies for food-deficient countries. *Topics:* Meetings — National World Food Day Steering Committee, World Food Day Co-ordinating Committee and Information Working Groups; World Food Day poster, logo, theme initiatives.

DOA/ADB-410

Strategic Planning

Description: Information on strategic issues and challenges facing the agri-food system and the Department.

DOA/AEB-415

Program Evaluation

Description: Information on the evaluation of departmental programs. *Topics:* Description and objective; analysis of effectiveness. *Storage Media:* Hard copy and/or computer diskettes.

DOA/AEB-416

Internal Audit (New)

Description: Internal Audit Reports. *Topics:* Documentation relating to results of audits carried out on departmental programs; systems; functions and organizations. *Storage Media:* Hard copy and/or computer diskettes.

DOA/ADB-421

Crop Development

Description: Information on the improvement of production and marketing of field and horticultural crops. *Topics:* Production and market planning; weather and climate studies; federal/provincial programs; production and marketing constraint identification markets information; market development projects; liaison with government and non-government organizations; and soil and water conservation and management studies.

DOA/ADB-426

Crop Development Fund

Description: A program to encourage the growth and efficiency of a diversified crops sector in the agri-food sector. *Topics:* Development and evaluation of new crops, varieties and production technology; field trials and demonstrations; financial assistance to project sponsors.

DOA/ADB-430

Records of Performance (Livestock)

Description: Information on recording and evaluation systems to promote production, efficiency and quality. *Topics:* Breeders; genetic improvement; dairy production; livestock growth rate, reproductive performance; beef, sheep and swine production.

DOA/ADB-435

Showcase Herd Maintenance

Description: Information on a showcase herd of beef and dairy cattle, sheep and swine maintained to demonstrate to the Canadian public and potential foreign livestock buyers and visitors the quality and genetic potential of Canadian livestock. *Topics:* Production tested under the National Record of Performance Programs and type-classification for dairy and beef cattle; technical information for promotional purposes for represented livestock species; foreign exhibition promotional program for livestock.

DOA/ADB-440

Sire Loan Programs

Description: Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the loan of superior sires. *Topics:* Procurement of sires; loan arrangements; guidance and advice — breeding, feeding and management of livestock, progress evaluation; breeder associations.

DOA/ADB-445

Fairs Program

Description: Information on the promotion, improvement and indentification of genetically superior breeding stock. *Topics:* Financial and professional support; livestock classification.

DOA/ADB-450

4-H Programs

Description: Information on financial and professional support for the development of Canadian youth interest in agriculture through 4-H clubs. *Topics:* Share-cost agreements; contributions; public relations; club program monitoring.

DOA/ADB-455

Authentication of Purebred Livestock

Description: Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the authentication of purebred livestock. *Topics:* Livestock registration authentication; livestock associations; *Animal Pedigree Act*.

DOA/ADB-460

Stockyard Administration

Description: Information on efforts to ensure that users of designated stockyards receive or pay a price that reflects the demand for the class of livestock traded on any given day. *Topics:* Stockyard registrations; shippers, trust accounts; *Livestock and Livestock Products Act*;

supervision of auction marts; consultation with industry; buyers and sellers; Dealer's Bonds.

DOA/POL-465
Farm Improvement and Marketing Co-operatives Loans
Description: Information on the administration of the *Farm Improvement and Marketing Co-operatives Loans Act* to assist in meeting the credit needs of Canadian farmers. *Topics:* Loan program management — reports, claims, remittances; guidelines; policy; borrower default analysis. *Retrievability:* Reports of loans made are filed by borrower and lending period. *Storage Medium:* Reports are machine-readable.

DOA/ADB-475
Feed Freight Assistance Adjustment Fund
Description: Information on the Feed Freight Assistance Adjustment Funds in Ontario, Quebec and British Columbia. *Topics:* Contracts; claims; project monitoring — control and evaluation.

DOA/ADB-480
Agricultural Development Analysis and Co-ordination
Description: Information on a coherent national framework for agricultural development with specific reference to market orientation, research projects, and technology transfer. *Topics:* Provincial reviews (agricultural profiles); research program evaluation; transfer of technology; market development; economic and social statistics; Agricultural Development Subsidiary Agreements; program and project assessments. *Retrievability:* Files arranged by subject, program and year.

DOA/POL-485
Agricultural Development Policy and Analysis
Description: Policy-oriented analyses of agricultural development issues. *Topics:* Farm costs and incomes; farm income protection; agricultural stabilization; development strategy; energy in agriculture; farm labour programs; land use policy; farm credit policy; agricultural taxation.

DOA/POL-490
Economic Intelligence
Description: Economic intelligence on agricultural production and inputs. *Topics:* Farm input prices; farm costs and incomes.

DOA/POL-491
National Tripartite Stabilization (New)
Description: The *Agricultural Stabilization Act* supports producers by providing for development of tripartite (federal - provincial - producer) cost-shared programs at support levels to be agreed upon, but with a maximum federal cost of 3% of gross sales of participating producers. Once a tripartite agreement is in place for a commodity, the other support provisions for that commodity no longer apply.

DOA/ADB-495
Agriculture Development
Description: Information on agricultural development in each region of Canada; preparation of industry profiles and commodity strategies; development and management of national and regional programs; consultation and co-ordination with federal, provincial and private sector agencies. *Topics:* Provincial policies, programs, issues; regional development strategies; federal programs and federal/provincial agreements subsidiary to Economic and Regional Development Agreements (ERDA); and liaison and consultation activities, improved resource management practices, marketing and products assistance programs.

DOA/ADB-496
Special Programs
Description: Information on agricultural development and farm adjustment in Canada. *Topics:* Canadian Agricultural Market Development Initiative (CAMDI), Production Development Assistance Initiative (PDAI), Crop Development Fund (CDF), *Agricultural Products Marketing Act* (APMA), Farm Debt Review Board (FDRB), Canadian Rural Transition Program (CRTP), and Federal/Provincial Agreements Subsidiary to the Economic and Regional Development Agreement (ERDA).

DOA/ADB-497
Human Resource Inventory
Description: Information on all employees of the Agriculture Development Branch. *Topics:* Branch training, conferences and projects; data given to personnel for statisitical purposes.

DOA/POL-500
Status of Women — Assistant Deputy Minister's Office
Description: Information on status of women activities related to agriculture (rural and agricultural) in Canada. *Topics:* Government policy; convention on the elimination of all forms of discrimination; rural issues; conferences, workshops and liaison activities; farm women's groups in Canada.

DOA/PFA-510
Land-Use Program — Community Pastures
Description: Information relating to the operation and administration of PFRA community pastures, the conservation of land resources, the reduction of the impact of drought, the stabilization of western beef breeding herds, the improvement in the quality of beef cattle and the provision of supplemental grazing for farmers. *Topics:* Pasture agreements; agreements; cattle brands; pasture breeding services; wildlife control; control of pests by the application of pesticides and herbicides; animal health; land purchase program; pasture improvements; ecology and preservation of grasslands; land development program; dugout excavation and dugout enlargement; grazing applications and allotment notices; individual service, supply and construction contract files related to each individual project file; surface leasing agreements.

DOA/PFA-515
Water Development Program
Description: Information relating to the provision of financial and technical assistance to individuals, groups and communities for the development of water and land resources; the establishment of on-farm, community and regional water supplies, including dugouts, stockwatering dams, irrigation schemes as well as farm wells, pipelines and reservoirs. *Topics:* Community Wells Program, agreements; dugouts and small dams; irrigation; submissions for community projects; farm well program; individual project files; applications for water development grants; economic and regional development agreements.

DOA/PFA-520
Engineering Services Projects
Description: Information relating to the investigation, planning, design, construction and maintenance of various works pertaining to water development, irrigation and infrastructure programs in the

prairie provinces; and the provision of technical assistance to other federal departments and provincial governments with respect to water resource planning and management. *Topics:* Agreements; Community Wells Program; irrigation; drainage and flood control; dam maintenance; engineering assistance; safety inspection and investigation; individual project files; individual service, supply and construction contracts related to each individual project file.

DOA/PFA-525

South Saskatchewan River Project

Description: Information on the construction, operation and maintenance of the Gardiner and Qu'Appelle River Dams forming Lake Diefenbaker in accordance with an agreement between Canada and Saskatchewan dated July 25, 1958. *Topics:* Policy; agreement; damage claims and adjustments; educational arrangements; photography; publicity; inaugural ceremonies; water analysis; buildings and lands; equipment; finances; personnel; development boards; contracts; dams and reservoirs; irrigation; power facilities; recreational facilities; reports on climate, economics, engineering, power, soils and recreational features.

DOA/PFA-530

South-West Saskatchewan Irrigation Projects

Description: Information on the construction of twenty-seven water storage reservoir and six irrigation projects in southwest Saskatchewan. Four of the reservoirs have been turned over to the province while the remainder continue to be maintained and operated by PFRA. The irrigation projects are located at Consul, Eastend, Maple Creek, Rush Lake, Val Marie and West Val Marie. *Topics:* Assignments and agreements for sale of land; letters patent; drainage; irrigation; leases; application for land; spring runoff records; land levelling; letters to debtors; individual project files; individual construction contract files related to the project files.

DOA/PFA-535

Alberta Irrigation Rehabilitation Program

Description: Information on the Alberta Irrigation Rehabilitation Agreement of 1973 providing for the transfer to Alberta of Canada's interest in the St. Mary and Bow River irrigation projects and for financial contributions by Canada for the rehabilitation of irrigation works in Alberta. *Topics:* Implementation Board; agreements; finance; drainage; irrigable areas; land; individual project files; individual service, supply and construction contracts related to each individual project file.

DOA/PFA-540

Assiniboine River Diking Program

Description: Information relating to the construction of a system consisting of about 160 km of dikes to control flooding along the Assiniboine River between Portage la Prairie and Winnipeg and the operation and maintenance of these dikes. *Topics:* Advisory Board agendas and minutes of meetings; Property and Land Committee of the Advisory Board; Saskatchewan Lands Tripartite Committee of the Advisory Board; Cost Sharing Committee of the Advisory Board; land; individual service, supply and construction contract files.

DOA/PFA-545

Irrigation Demonstration Program

Description: Information relating to the operation of the Saskatchewan Irrigation Demonstration Centre at Outlook, Saskatchewan. The Centre is a joint Canada - Saskatchewan facility and provides a focal point for the investigation and demonstration of irrigation management techniques that can be evaluated for a wide range of new and established crops. It provides specialized information to farmers and the agricultural industry on irrigation, drainage, special crops, fertilizers, weed control and special equipment. *Topics:* Vegetable Project Committee; Research Committee; Demonstration Committee; reports on various crops; land; irrigation.

DOA/PFA-550

Shelterbelt Program

Description: Information relating to the operation of the Shelterbelt Centre at Indian Head, Saskatchewan, established in 1902 by the Department of the Interior and transferred to PFRA in 1963. The program involves the production and distribution of tree seedlings for farmstead and field shelterbelt plantings throughout the prairie provinces. *Topics:* Water supply; roads and utilities; irrigation; buildings; landscaping; domestic water agreement with the Town of Indian Head Land; shelterbelts; infields and farmsteads tree distribution policy.

DOA/PFA-560

Soil Conservation Program

Description: Information relating to analyses and discussions of soil conservation and land degradation issues on the Canadian prairies, together with activities that deal with such problems at farm and regional levels. *Topics:* Project reports; local conservation organizations; soil conservation committees; Dryland Salinity Control Association; individual service; individual project files; agreements; applications for assistance; letters to government agencies and farm organizations; conservation workshops; soil conservation and degradation; unproductive land; economic and regional development agreements.

DOA/PFA-561

Drought Monitoring Program

Description: Information relating to the risk of drought on the Canadian Prairies, including water supply, soil moisture and pasture condition assessments. *Topics:* Drought; water supply; wind erosion risk; soil moisture; pastures; committees; workshops; remote sensing; prairie drought monitoring network.

DOA/CGC-565

Grain Inspection Operations

Description: Information on the inspection and grading of samples of grain and grain screenings obtained by Commission employees or submitted by members of the grain industry under the *Canada Grain Act* or Canada Grain Regulations. *Topics:* Grades of samples submitted; grades of terminal elevator receipts; special treatment of grain in terminal elevators; elevator inspections and infestation control; grain shipments from terminal and transfer elevators; primary and export standard samples; reinspections. *Special Access Note:* The files are located in Winnipeg and in district offices.

DOA/CGC-566

End-Use Certificate Program (New)

Description: Information obtained by Commission employees or submitted by Importers under the *Canada Grain Act* or Canada Grain Regulations regarding the type of grain imported from the United States and the type of facility to which the grain is consigned. *Topics:* Description and quantity of grain imported; mode of transportation; importer's name and address, consignee name and address; type of processing facility to which the grain is consigned. *Special Access Note:* The files are located in Winnipeg.

DOA/CGC-570

Economics and Statistics Operations

Description: Economic and statistical information on grain handling and storage, the auditing of elevator operations, and the control of licensing and insuring of elevators under the *Canada Grain Act*. *Topics:* Grain handling and storage statistics for licensed elevators; audits of operations of terminal and transfer elevators; licensing of elevators, insurance and guarantee bond; grain inspected and weighed at terminal elevators; individual grain transactions at terminal elevators; prices received by western producers; policy analysis and recommendations. *Special Access Note:* Records are located in Winnipeg.

DOA/CGC-575

Grain Research

Description: Information on the quality of cereal grains and oilseeds. *Topics:* Enquiries, consultations, advice and reports; quality assessment of new crops; grain cargo composite monitoring; evaluation of new varieties; protein testing; scientific testing of cereals and oilseeds; research in cereal and oilseed chemistry; moisture meter standardization; evaluation and development of new testing methods. *Special Access Note:* Records are located at the Winnipeg office.

DOA/CGC-580

Weighing of Grain

Description: Information on the supervision of grain weighing at terminal and transfer elevators to ensure adherence to the provisions of the *Canada Grain Act* and Regulations. *Topics:* Weighing exception reports; scale equipment inspection; weigh-over of elevator stocks for audit; investigation of complaints related to weight; weighing facilities — planning and control. *Special Access Note:* Records are located at Winnipeg and at district offices.

DOA/CGC-585

Policy Development and Co-ordination

Description: Information on the administration of the *Canada Grain Act* and the *Grain Futures Act;* issuing of regulations and orders; advising the Minister on matters relating to grain handling; collection of revenues; and co-ordination of functions of all divisions within the Canadian Grain Commission. *Topics:* Operations audit of grain handling in Canada; *Canada Grain Act* and Regulations; *Grain Futures Act* and Regulations; Canadian Grain Commission orders and directives to the grain trade; collection of revenue; financial statement; supervision of grain futures trading; Grain Appeal Tribunal; Canadian government elevators (privatized 1979-81). *Storage Medium:* Financial statement is machine-readable. *Special Access Note:* Records located in Winnipeg; operations audit at regional offices; and Canadian Government Elevator files at National Archives of Canada.

DOA/POL-590

Agricultural Products Transaction

Description: Information on agricultural product transactions under the provisions of the *Agricultural Products Board Act*. *Topics:* Purchase and sale agreements; processing, storage and transportation of agricultural products; foreign assistance programs. *Retrievability:* Files arranged by commodity, year and procedure.

DOA/POL-595

Commodity Price Support Programs

Description: Information on support prices for agricultural products under the provisions of the *Agricultural Stabilization Act* and details of payment programs. *Topics:* Support price (related data, correspondence, reports, producer costs, market return statistics); payment program (deficiency payments, eligibility criteria). *Retrievability:* Files arranged by commodity and year.

DOA/POL-600

Subsidy Claims and Payments

Description: Information on claims for subsidies from individual producers. *Retrievability:* Files arranged by producer or number.

DOA/CFS-605

International Forestry Relations

Description: Information on international forestry programs to share resource management knowledge and to provide scientific and technical advice on forestry management and forest products development; and on Canada's international organization; individual countries. *Storage Medium:* Paper.

DOA/CFS-610

Forestry Initiatives and Relations

Description: Information on federal forestry programs to meet the present and future economic and social needs of Canadians; bilateral and multilateral forestry agreements on behalf of the federal government and the Canadian Forestry Service with provincial governments, universities, private forestry concerns,and forestry associations, scientific and technical forestry advisory service to federal ministers and departments, provinical governments, universities, private forestry concerns, forestry associations, and members of the public. *Storage Medium:* Paper.

DOA/CFS-615

Identification of Problems and Opportunities

Description: Information on the world and domestic supply and demand for forests and the products of the forest industry, and the impact of these activities on the environment. *Topics:* Forest economic and technical statistics, information files of forests, forestry and the forest industry and other uses of the forest. *Storage Medium:* Paper.

DOA/CFS-620

Assessment and Interpretation

Description: Information on the analysis, interpretation and application of economic and scientific forestry principles to the identification, clarification or solution of forestry and forestry-related problems. *Topics:* Policies of the Canadian Forestry Service (CFS) — Federal Outdoor Recreation Policy, National Forest Policy, CFS Policy, Provincial Forest Policies, Federal Forest Policy, Forest Protection Assistance Policy, Transportation Policy, CFS Communications Policy, International Forest Policy. *Storage Medium:* Paper.

DOA/CFS-625

Forstats Program

Description: Quantitative information on the extent, location and condition of forest lands in Canada and the wood volumes and biomass they support; the extent and location of forest depletion through fire, insects, diseases and harvesting in Canada; and the extent and location of silviculture and forest protection in Canada.

Topics: National forest inventory; forest management statistics; forest resource dynamics data; general forestry statistics; federal-provincial agreements. *Storage Media:* Electronic and paper.

DOA/CFS-635
Forestry Subvention Program
Description: Information on external research and development through contracts, contributions and grants, supported through membership in appropriate technical committees and associations, for vital forestry activities where corresponding in-house research and development facilities do not exist. Also maintenance of forestry expertise centres in Canadian universities. *Topics:* Energy from forest resources; wood-anatomy; bonding; chemistry; chemical use; chippers and chips; composites (wood with other materials); construction; dielectric and non-dielectric heating; glues and gluing; grades, codes and standards; identification; wood logs and logging equipment; logging-quality studies; lumber — wood manufacturing secondary conversion, secondary products; miscellaneous wood products; wood packaging; wood paints and codes; wood physics; plywood and veneer; wood preservation; pulp and paper; wood sawmilling equipment; wood seasoning; wood supply; wood testing services; timber engineering — fasteners; timber engineering, physics; underutilized and problem species. *Storage Medium:* Paper.

DOA/CFS-640
Tree Seed — Improvement Research
Description: Research on tree reproductive structures and seeds in support of the production procurement and processing of seed forestation. Information on the management of seed orchards and seed production areas. Information on the selection and improvement of the various commercial tree species of Canada, the development of exotic species for use in Canada, and in-depth genetic characterization and utilization of these tree species. *Topics:* Tree cone and seed physiology; core crop periodicity and forecasts; cone collection and handling; seed processing physiology; cone crop periodicity and forecasts; cone collection and handling; seed processing, storage testing and certification; seed orchards and seed production areas, seed certification; seeds legislation and rules; requests for seeds; tree genetics; forest genetic, tree improvement — Canadian Tree Improvement Association. *Storage Medium:* Paper.

DOA/CFS-645
Reforestation Research
Description: Information on the preparation of cutover areas and other sites for natural seeding or artifical reforestation; the production of bareroot or container seedlings; and direct seeding or planting by hand or machine; also nursery establishment and seedling production statistics. *Topics:* Site preparation by prescribed burning or mechanical scarification; natural regeneration including seed dispersal, germination and germinant establishment; production and handling of bareroot seedlings or transplants, or of container seedlings; direct seeding methods and operations; seedling planting methods and operations; regeneration surveys; seedling physiology stock quality and standards. *Storage Medium:* Paper.

DOA/CFS-650
Genetics
Description: Information on the selection and improvement of the various commercial tree species of Canada, the development of exotic species for use in Canada, and in-depth biotechnology, quantitative genetics and tissue culture.

DOA/CFS-655
Tree and Stand Growth Research
Description: Information on the growth, physiology and development of various tree species grown in Canada for the production of wood, fibre or energy. *Topics:* Tree growth; stand growth; biology; physiology; reproduction — growth and yield; geomorphologic silvicultures silvics of species — fertilization, soils. *Storage Medium:* Paper.

DOA/CFS-660
Management Systems for Production Forestry
Description: Information on forest management practices such as thinning; forest inventory through conventional and remote sensing methods; mechanized silviculture and harvesting; and research on long-term predictions of forest productivity. *Topics:* Forest productivity; forest inventory; economics; fire management; harvesting; land classification and mapping; forest land management; multiple use management; remote sensing; salvage operations; silviculture — cutting, effects of mechanized logging, fertilization, thinning and stand tondings, herbicides, statistics, prescribed burning, inventory and measurements. *Storage Medium:* Paper.

DOA/CFS-665
Forest Fire Research
Description: Research into fire control (suppression), management, behaviour, ecology and prevention, information relating to the development, testing and evaluating of forest fires, fire fighting equipment. *Topics:* Management; behaviour; ecology; environment; risk danger; damage and appraisal; weather; detection; prevention; bombing (air attack); retardants and suppression equipment; and prescribed burning. *Storage Medium:* Paper.

DOA/CFS-670
Insects and Disease Research
Description: Information on damage caused to forests by insects or diseases (any variation to the normal physiology or anatomy of the tree caused by agents other than insects), the biology of forest pests and control methods. *Topics:* Listing of specific forest insect pests — spruce budworm, winter moth, bark beetles, gypsy moth, balsam woolly aphid, birch casebearer, birch leafminer, European pine sawfly, European pine shoot moth, fall webworm, larch casebearer jack pine budworm, larch sawfly, mountain ash sawfly, satin moth and pathological problems. Biological control through CIBC; biological control with bacillus thuringiensis; pinewood nematode and other virus insect parasites; chemical control; scleroderris canker — Dutch elm disease, dwarf mistletoe, pesticides, pheromones; pine wood nematode. *Storage Medium:* Paper.

DOA/CFS-675
Forest Environment Research
Description: Information on the effect of forestry practices on the environment; includes harvesting practices, road building, clear cutting, and other management systems used for production forestry; also effects of ARTAP (acid rain) and other pollutants on forests. *Topics:* Conservation; energy; environmental concerns; prescribed burning; forest-fire management; harvesting; forest management; multiple-use management; land-use planning, acid rain, forest decline, surveillance for acid rain damage to forest (Acid Rain National Early Warning System); pollution; pollution abatement; salvage operations; silviculture — herbicides, site preparation; soils; hydrology; baseline studies; watershed research. *Storage Medium:* Paper.

AGRICULTURE CANADA

DOA/CFS-680
Forest and Plant Ecology
Description: Information on the processes of change in the forest and plant communities found in Canada and the related research carried out by the CFS. *Topics:* biology; forest types; forest ecology and productivity; fire ecological effects; forest succession, silviculture — silvices of species, weed management; soils.

DOA/CFS-686
Communications Directorate
Description: The Communications program provides a range of communications services to effectively establish a dialogue with designated publics in Canada and abroad on the forest resource and its management, and on Forestry Canada activities; promotes national policies and programs in co-operation with government agencies (federal and provincial) and the private sector; acts as the Secretariat for the Canadian Forestry Communicators Committee. *Topics:* Policies; programs; forest management; industry trade research; development; access to the forest, the natural resource; multi-use; publications; opinion surveys, news releases; ministerial speeches. *Storage Medium:* Paper, posters, pamphlets, tabloids, newsletters, catalogues, EDP systems, etc.

DOA/CFS-695
Industry, Trade and Technology
Description: The Industry, Trade and Technology Branch is responsible for a wide range of issues, including: promoting sound forest industry development, encouraging more efficient industrial utilization of Canada's forest resource, the enhancement of research and development in industrial processes and forest products, improving access to international markets for Canada's forest products and assisting the Canadian forest industry in identifying and capturing export market opportunities. The Branch is responsible for federal contributions and assistance to central industry research organizations, e.g. FORINTEK Corp., FERIC (Forest Engineering Research Institute of Canada) and PPRIC (Pulp and Paper Research Institute of Canada); fosters continuing dialogue between forest sector unions and management; acts as the lead agency in consultations with companies and associations; co-ordinates activities of the Minister's Forest Sector Advisory Council (FSAC); interacts with provinces on matters involving industrial development issues. *Topics:* Corporate profiles; intercorporate linkages; forest sector development studies; industrial research and development projects and studies; trade and market information; labour-management and labour adjustment issues; sectoral information (pulp and paper, wood products, further manufactured wood and paper products); export issues (tariff and non-tariff barriers to trade); Light Frame Structures Program; Forest Sector Advisory Council; ECE Timber Committee; OECD Pulp and Paper Working Party; GATT and MTN. *Storage Medium:* Paper, EDP.

DOA/GOB-800
Associations, Organizations, Companies
Description: Various groups involved in the grains and oilseeds sector in Canada. *Topics:* Growers associations; grain companies; marketing boards and initiatives; research institutes.

DOA/GOB-805
Acts and Legislation
Description: Various key elements related to grains and oilseeds. *Topics: Two Price Wheat Act; Western Grain Stabilization Act; Prairie Grain Advance Payments Act; Crop Insurance Act; Livestock Feed Assistance Act; Canada Grain Act; Canadian Wheat Board Act; Grain Futures Act.*

DOA/GOB-810
Grain Storage
Description: Domestic storage of grains and oilseeds. *Topics:* Quotas; permits; deferred delivery.

DOA/GOB-815
Grain Handling and Transportation
Description: Information on grain handling and transportation system in Canada. *Topics:* Labour disputes; elevators; box cars; terminals; trading — CNR, CPR; Crow rates; tariffs, stopp-off charges; *Western Grain Transportation Act.*

DOA/GOB-820
Grain Payments
Description: Information on domestic grain sector support. *Topics:* Prices; initial payments; cash advances; situation report.

DOA/GOB-825
Grain Sales
Description: Information on markets and sales. *Topics:* Credit Grain Sales; USSR Wheat Embargo.

DOA/GOB-830
Grains and Oilseeds
Description: Information on various grain and oilseed crops, problems and policies. *Topics:* Feed grains; domestic feed grain marketing policy; canola; oats; barley; wheat; durum; soy bean; flax; rye; drought; pesticides; corn.

DOA/GOB-835
Grain Marketing
Description: Information relating to the activities of the Canadian grain exporting and processing firms. Included are outgoing and incoming trade missions; visits of buyers; technical seminars; feeding trials; grants, loans and contributions programs designed to help the grains and oilseeds industry in the development and marketing of new products; research surveys and analyses of the industry; the development and administration of various acts and legislation governing the activities of the Canadian grain industry; trade agreements and treaties; production and marketing nationally of Canadian products; world market situations; general economic development of the industry; involvement with associations and organizations from the public and private sectors, including government departments and foreign organizations; foreign market conditions; trade laws; regulations; and agricultural production. *Topics:* Fairs and missions; visits; grain missions to foreign countries; market development studies; industry sector profiles; research; marketing analysis; Rapeseed Utilization Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development; Grains and Oilseeds Marketing Incentive Program; Enterprise Development Program; acts and legislation; grains policy; markets for grain; markets for oilseeds; grains programs; transportation and handling; grains financial matters; fats and oils; associations, institutions and organizations; committees; conferences and meetings; companies; corporations and firms; provincial governments; federal government departments and agencies; economics.

AGRICULTURE CANADA

DOA/CMB-850
Administration
Description: Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours; surveys.

DOA/CMB-851
Acts and Legislation
Description: Acts and legislation — general, departmental, federal, foreign and provincial; federal investigative bodies.

DOA/CMB-852
Administrative and Management Services
Description: Administrative and management services generally; correspondence management; duplication services; electronic data processing; forms management; information services; legal services; library services; mail, messenger and postal services; management services; records management; security services; telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services; awards and honours.

DOA/PER-860
Personnel
Description: Personnel generally; accidents and injuries; appointments; attendance; awards and honours; Corps of Commissionaires; establishment; hours of work and overtime; leave and holidays; promotions and reclassifications; regulations and directives; reports and statistics; retirements; and separations; security clearance and reliability checks.

DOA/CMB-904
Co-operation and Liaison
Description: See Standard Classes of Records.

DOA/CMB-905
Buildings and Properties
Description: See Standard Classes of Records.

DOA/CMB-906
Buildings
Description: See Standard Classes of Records.

DOA/CMB-907
Lands
Description: See Standard Classes of Records.

DOA/CMB-908
Utilities
Description: See Standard Classes of Records.

DOA/CMB-909
Equipment and Supplies
Description: See Standard Classes of Records.

DOA/CMB-910
Furniture and Furnishings
Description: See Standard Classes of Records.

DOA/CMB-911
Office Appliances
Description: See Standard Classes of Records.

DOA/CMB-912
Procurement
Description: See Standard Classes of Records.

DOA/CMB-913
Vehicles
Description: See Standard Classes of Records.

DOA/CMB-914
Finance
Description: See Standard Classes of Records.

DOA/CMB-915
Accounts and Accounting
Description: See Standard Classes of Records.

DOA/AEB-916
Audits
Description: See Standard Classes of Records.

DOA/CMB-917
Budgets
Description: See Standard Classes of Records.

DOA/PER-919
Classification of Positions
Description: See Standard Classes of Records.

DOA/PER-920
Employment and Staffing
Description: See Standard Classes of Records.

DOA/PER-921
Human Resources
Description: See Standard Classes of Records.

DOA/PER-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

DOA/PER-923
Official Languages
Description: See Standard Classes of Records.

DOA/PER-924
Pensions and Insurance
Description: See Standard Classes of Records.

DOA/PER-925
Salaries and Wages
Description: See Standard Classes of Records.

DOA/PER-926
Staff Relations
Description: See Standard Classes of Records.

DOA/PER-927
Training and Development
Description: See Standard Classes of Records.

Deleted Classes of Records

The following classes of records have been transferred to the National Archives of Canada:

DOA/RBR-205	Energy Research
DOA/RBR-235	Engineering Research
DOA/POL-470	Farm Business Management

AGRICULTURE CANADA

DEPARTMENT OF AGRICULTURE
(DOA)

FOOD PRODUCTION AND INSPECTION BRANCH
(FPI)

005 Pathology Services
010 Humane Treatment of Animals
015 Importation of Animals
020 Export Testing and Certification
025 Disease Control
030 Registration and Product Standards (Meat and Poultry Products)
035 Grading and Monitoring
045 Grading, Standards and Labelling (Dairy, Fruit and Vegetables)
050 Registration, Licensing and Arbitration
055 Import, Export and Interprovincial Control
060 Inspection and Monitoring
065 Scientific Analysis
070 Analytical Methodology Development
075 Inspection and Monitoring (Meat and Poultry Products)
076 Training for Inspection and Monitoring (Meat Hygiene)
080 Plant Registration
085 Standards and Labels
090 Export and Import
095 Seed Projects
100 Inspection and Enforcement
105 Seed Standards
110 Variety Registration
115 Inspection, Testing and Certification
120 Standards and Specifications
125 Import and Export (Seed Potatoes)
130 Registration and Fees (Pesticides)
135 Ingredients in Pesticides
140 Inspection and Compliance
145 Feed Evaluation, Registration and Compliance
150 Fertilizer Evaluation, Registration and Compliance
155 Import Programs (Plants)
156 Export and Domestic Programs (Plants)
161 Seed Potato Programs
170 Biological Programs
175 Program and Management Services
180 Pari-Mutuel Supervision
185 Race Surveillance
190 Surveillance Research

RESEARCH BRANCH
(RBR)

195 Land Research
200 Water and Climate Research
210 Protection
215 Food Quality and Nutrition Research
220 Animal Production Development Research
225 Crop Production Development Research
230 Biological Resources and Scientific Support Services
240 Food Processing and Distribution Research
245 Commonwealth Agricultural Liaison
250 Biotechnology

AGRICULTURE CANADA

POLICY BRANCH (POL)

255 Administration of Acts
310 Economic Research on Commodity Markets and Agricultural Market Forecasting
315 Agricultural Policy Issues
320 Market Intelligence
325 Food Policy and Research
330 Agriculture-Related Data
355 Crop Insurance Program
360 Relief Assistance Programs
365 Waterfowl Crop Damage Compensation Program
370 Prairie Farm Assistance
465 Farm Improvement and Marketing Co-operatives Loans
485 Agricultural Development Policy and Analysis
490 Economic Intelligence
491 National Tripartite Stabilization
500 Status of Women — Assistant Deputy Minister's Office
590 Agricultural Products Transaction
595 Commodity Price Support Programs
600 Subsidy Claims and Payments

AGRICULTURE DEVELOPMENT BRANCH (ADB)

261 Market Information Service
271 Food Development Division
410 Strategic Planning
421 Crop Development
426 Crop Development Fund
430 Records of Performance (Livestock)
435 Showcase Herd Maintenance
440 Sire Loan Programs
445 Fairs Program
450 4-H Programs
455 Authentication of Purebred Livestock
460 Stockyard Administration
475 Feed Freight Assistance Adjustment Fund
480 Agriculture Development Analysis and Co-ordination
495 Agriculture Development
496 Special Programs
497 Human Resource Inventory

INTERNATIONAL PROGRAMS BRANCH (IPB)

275 International Trade and Markets Information
300 Preparation of Briefing Papers
305 Compilation, Analysis and Dissemination of Trade Statistics
375 International Liaison
380 Industry and Non-governmental Organization Liaison
390 International Agricultural Projects (CIDA)
395 International Agricultural Assignments
400 Technical Assistance
405 World Food Day Secretariat

COMMUNICATIONS BRANCH (COM)

334 Corporate Affairs
335 Public Affairs
340 Creative Services

AUDIT AND EVALUATION BRANCH (AEB)

415 Program Evaluation
416 Internal Audit
916 Audits

OFFICE OF THE SENIOR ASSISTANT DEPUTY MINISTER (EMERGENCY PLANNING DIVISION) (SDM)

385 Civil Emergency Planning

AGRICULTURE CANADA

PRAIRIE FARM REHABILITATION ADMINISTRATION (PFRA) BRANCH

(PFA)

510 Land-Use Program — Community Pastures
515 Water Development Program
520 Engineering Services Projects
525 South Saskatchewan River Project
530 South-West Saskatchewan Irrigation Projects
535 Alberta Irrigation Rehabilitation Program
540 Assiniboine River Diking Program
545 Irrigation Demonstration Program
550 Shelterbelt Program
560 Soil Conservation Programs
561 Drought Monitoring Program

CANADIAN FORESTRY SERVICE

(CFS)

605 International Forestry Relations
610 Forestry Initiatives and Relations
615 Identification of Problems and Opportunities
620 Assessment and Interpretation
625 Forstats Program
635 Forestry Subvention Program
640 Tree Seed — Improvement Research
645 Reforestation Research
650 Genetics
655 Tree and Stand Growth Research
660 Management Systems for Production Forestry
665 Forest Fire Research
670 Insects and Disease Research
675 Forest Environment Research
680 Forest and Plant Ecology
686 Communications Directorate
695 Industry, Trade and Technology

CANADIAN GRAIN COMMISSION

(CGC)

565 Grain Inspection Operations
566 End-Use Certificate Program
570 Economics and Statistics Operations
575 Grain Research
580 Weighing of Grain
585 Policy Development and Co-ordination

GRAINS AND OILSEEDS BRANCH

(GOB)

280 Co-operatives and Producers Marketing Organizations
345 Producer Account Maintenance
350 Stabilization Payments and Levies
800 Associations, Organizations, Companies
805 Acts and Legislation
810 Grain Storage
815 Grain Handling and Transportation
820 Grain Payments
825 Grain Sales
830 Grains and Oilseeds
835 Grain Marketing

CORPORATE MANAGEMENT BRANCH

(CMB)

850 Administration
851 Acts and Legislation
852 Administrative and Management Services
904 Co-operation and Liaison
905 Buildings and Properties
906 Buildings
907 Lands
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicles
914 Finance
915 Accounts and Accounting
917 Budgets

PERSONNEL BRANCH
(PER)

860	Personnel
919	Classification of Positions
920	Employment and Staffing
921	Human Resources
922	Occupational Health, Safety and Welfare
923	Official Languages
924	Pensions and Insurance
925	Salaries and Wages
926	Staff Relations
927	Training and Development

ACCESS TO INFORMATION
CO-ORDINATOR
AGRICULTURE CANADA
ROOM 8103, SIR JOHN CARLING BUILDING
930 CARLING AVENUE
OTTAWA, ONTARIO
K1A 0C5

Chapter 2

ATLANTIC CANADA OPPORTUNITIES AGENCY

A. GENERAL INFORMATION

Historical Background

The Atlantic Canada Opportunities Agency (ACOA) was created in June 1987. In addition to existing regional development funding, the Agency was given $1.05 billion to increase opportunity for economic development in Atlantic Canada and, more particularly, to enhance the growth of earned incomes and employment opportunities in the region.

Responsibilities

The Agency's objective is to support and promote opportunity for the economic development of Atlantic Canada, with particular emphasis on small- and medium-sized enterprises, through policy, program and project development and implementation, and through advocacy of the interests of Atlantic Canada in national economic policy, program and project development and implementation.

Legislation

- Financial Administration Act

Organizational Units and their Role

ACOA's head office is in Moncton, N.B. There are also offices each headed by a vice-president in the Atlantic provincial capitals (St. John's, Halifax, Charlottetown, and Fredericton). Sydney, N.S. also has an office. The vice-president of the latter office is also vice-president of Enterprise Cape Breton Corporation. An office is also located in Ottawa.

The Agency's mandate is fourfold. Through advocacy, the Agency promotes the interests of Atlantic Canada in national economic policy, program and project development and implementation.

The Agency co-ordinates the economic and regional development activities of all federal government departments and agencies in Atlantic Canada. Each provincial vice-president chairs a co-ordinating committee consisting of the heads of federal government departments involved in programs affecting the province's economic development.

The Agency co-operates with other levels of government, largely through Economic and Regional Development Agreements (ERDAs) under which subsidiary agreements are signed. In addition, ACOA is responsible for co-ordinating all subsidiary agreements administered by other federal government departments and agencies.

The Agency also offers business support programming. A number of business incentive programs have been transferred to ACOA. These programs include the Industrial and Regional Development Program (IRDP), the Atlantic Enterprise Program (AEP), and the Cape Breton Topping Up Assistance Program. The IRDP and AEP formed the core of the ACOA Action Program, the principal financial assistance program now available to business which was announced in February 1988.

Two boards play key roles in ensuring the fulfillment of the Agency's mandate. The ACOA Board is a private sector advisory board whose role is to assist the Agency in exercising its powers. As well, the Enterprise Cape Breton (ECB) Board approves projects in Cape Breton between $50 000 and $250 000 in Crown support, and provides recommendations to the Minister of ACOA regarding projects exceeding $250 000 in Crown support.

Manuals

- ACOA Security Manual
- Administrative Policy Manual
- Guide on Financial Administration
- Guide to the Preparation of Part III of the Estimates
- Personnel Management Manual
- Policy Management Manual
- Procedures for making submissions to TB and Governor in Council
- Public Accounts
- Receiver General Bulletins and Directives
- Treasury Board Circulars

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Atlantic Canada Opportunities Agency
Head Office
P.O. Box 6051
Moncton, New Brunswick
E1C 9J8

Reading Room

In accordance with section 21 of the *Access to Information Act*, the library at the agency headquarters has been designated as a reading room where the public may inspect manuals used by employees in administering or carrying out Agency programs or activities that affect the public. The address for the library is: 3rd Floor, Blue Cross Centre, 644 Main Street, Moncton, New Brunswick.

ATLANTIC CANADA OPPORTUNITIES AGENCY

Classes of Records

ACO/POE-005
ACOA — General (New)
Description: Information of a general nature relating to the Agency's responsibilities and initiatives. *Topics:* ACOA — General; delegated program responsibilities; interim responsibilities; ACOA responsibilities.

ACO/POL-010
Program Design (New)
Description: Information relating to initiatives supporting small- or medium-size businesses within the Atlantic region, as well as supporting procurement and training in job skills. *Topics:* Program design — general; advocacy; consultations and co-ordination; phase II consultations; training and skills development; strategic and operational plan; economic development support; equity-related financing; entrepreneurship; women and entrepreneurship; Small Business Loan Act Program.

ACO/POE-015
Minister Responsible For ACOA (New)
Description: Information regarding issues of concern to the Agency for which the minister is responsible. *Topics:* Minister — general; invitations; briefing notes; itineraries; meetings with the minister.

ACO/POE-020
President of ACOA (New)
Description: Information regarding issues of concern to the Agency for which the president is responsible. *Topics:* General; invitations; briefing notes; itineraries.

ACO/POE-025
Vice-President of ACOA (New)
Description: Information regarding issues for which the senior vice-president and the regional vice-president are responsible. *Topics:* General; invitations.

ACO/LAB-030
Enterprise Cape Breton Corporation (New)
Description: Correspondence and briefings pertaining to the transition of Enterprise Cape Breton (ECB) and Enterprise Cape Breton Corporation (ECBC), formerly named DEVCO. *Topics:* General; DEVCO — IDD/ECBC transition.

ACO/PRO-040
Agreements and Programs — General (New)
Description: Matters of a general nature relating to agreements or sub-agreements with which the Agency is directly or indirectly involved. *Topics:* Agreements and programs — general; New Brunswick; Newfoundland; Nova Scotia; Pictou County Economic Development Fund; Enterprise Cape Breton; Topping Up Assistance; Prince Edward Island; Venture Loan Program; eligibility of projects.

ACO/CAB-045
AAP, AEP, IRDP and ERDA Reports (New)
Description: Reports on all programs falling under ACOA jurisdiction. *Topics:* Report — general; weekly reports; monthly reports; project proposal status reports; projects approved; ACOA annual reports.

ACO/PRO-050
ACOA Action Program (New)
Description: The Action Program and other programs which it now incorporates. *Topics:* Action program — general; Action Program review — statistical; Action Program procedures directives; New Brunswick — general; New Brunswick individual projects; Harkema Industries Ltd.; Newfoundland — general; Newfoundland individual projects; Nova Scotia — general; Nova Scotia individual projects; Louisiana-Pacific; Westray Mining; Champlain Institute/geomatics industry; Enterprise Cape Breton — general; Enterprise Cape Breton individual projects; Cape Breton Investment Tax Credit; WCN Communications; Prince Edward Island — general; Prince Edward Island individual projects; 1991 Canada Winter Games; Marine Harvesting Ltd. *Retrievability:* Projects are listed by province.

ACO/CAB-055
Atlantic Enterprise Program (AEP) (New)
Description: Information concerning the former AEP which was incorporated in the Action Program in February 1988. *Topics:* AEP — general; New Brunswick; Newfoundland; Nova Scotia; Enterprise Cape Breton; Prince Edward Island; AEP regulations, terms and conditions; AEP Loan Agreement — letters of offer; AEP project summaries. *Retrievability:* Agreements are listed by province.

ACO/CSD-060
Economic Regional Development Agreements (ERDA) (New)
Description: Information concerning Economic Regional Development agreements and sub-agreements with the Atlantic region for which the Agency is responsible. *Topics:* ERDA — general; New Brunswick ERDAs — industrial innovation and technology, industrial development, forest renewal, mineral development, fisheries development, tourism development, flood damage reduction, economic diversification, agri-food development, science and technology, transportation; Newfoundland ERDAs — agri-food, Burin Peninsula Development Fund, fisheries, Flood Damage Reduction Program, forestry, mineral development, ocean industry development, rural development, rural development II, science and technology, tourism development, and industrial development; Nova Scotia ERDAs — agri-food, Halifax Metro, forestry, Strait of Canso, tourism, advanced manufacturing support technology transfer and industrial innovation, and fisheries and mineral development; Prince Edward Island ERDAs — agri-food, cultural industries, energy, fisheries, forestry, industrial development, tourism and transportation, and co-operation program. *Retrievability:* The agreements are listed by province or region.

ACO/CSD-065
Industrial Regional Development Program (IRDP) (New)
Description: Information regarding IRDP which was merged with the Action Program in February 1988. *Topics:* IRDP — general; New Brunswick; Newfoundland; Nova Scotia; Enterprise Cape Breton; Prince Edward Island. *Retrievability:* Programs are listed by province or region.

ACO/CSD-070
Procurement (New)
Description: This class contains information regarding procurement programs which have been developed within the Agency. *Topics:* Procurement — general; Atlantic Opportunities Program (AOP); Annual Strategic Acquisition Plan (ASAP); Canadian Annual Procurement Strategy (CAPS); Atlantic Canada Supplier Development Program (ACSDP); Supplier Development Operations

Committee; Access Small Business; defence procurement; Free Trade Agreement procurement provisions; Procurement Review Committee (PRC); procurement meetings; Western Supplier Development Program (WSDP).

ACO/POL-075
Business (New)
Description: Information regarding business activities including issues necessitating co-operation with provincial governments and the private sector. *Topics:* Business — general; New Brunswick — Atlantic Mini-Fridge, meat packers, Ionizing Energy Company, and Saint John Civic Centre; Newfoundland and Nova Scotia — Hawker Siddeley/Lavalen Trenton works, Halifax and Dartmouth hotel proposals; Enterprise Cape Breton — wallpaper industry, Shawland Building Systems, Stora Forest Industries, and Quest Forest Technology; Prince Edward Island — Mariner Towing Limited, small business, and consultants.

ACO/CSD-080
Industries — General (New)
Description: Information of a general nature relating to various industries and Agency responsibilities. *Topics:* Industries — general; cultural industries; publishers.

ACO/CSD-090
Agriculture (New)
Description: Information relating to research and development in agriculture. *Topics:* Agriculture — general.

ACO/CSD-095
Defence (New)
Description: Information regarding activities and recommendations related to the development of defence facilities and industry within the Atlantic region. *Topics:* Defence — general; ADIL/HDIL; Krauss Maffei; NATO; Thyssen; Tracadie Range Expansion.

ACO/CSD-100
Energy (New)
Description: Information regarding Agency responsibilities for development of the energy sector within the Atlantic region, including hydro, oil and gas exploration. *Topics:* Energy — general; New Brunswick; Newfoundland; Nova Scotia; Scotia Synfuel; Prince Edward Island. *Retrievability:* Subject material is divided by province or region.

ACO/CSD-105
Environment (New)
Description: Information includes correspondence related to those aspects of research and development in the environment field which fall within the ACOA's responsibilities. *Topics:* Environment — general.

ACO/CSD-110
Fisheries (New)
Description: Information of direct or indirect concern to the Agency on the fishing industry within the Atlantic region. *Topics:* Fisheries — general; Atlantic fish co-operatives (UMF); New Brunswick; Newfoundland; Nova Scotia; Enterprise Cape Breton; Nova Scotia Clam; Prince Edward Island; molluscs and mussels.

ACO/CSD-115
Forestry (New)
Description: Information pertaining to the Agency's responsibilities for forestry in the Atlantic provinces. *Topics:* Forestry — general; softwood lumber.

ACO/CSD-120
Manufacturing (New)
Description: Information on research and development and science and technology in the manufacturing industry. *Topics:* Manufacturing — general.

ACO/CSD-125
Mining (New)
Description: Information regarding research and development in the areas of mineral resources and mining. *Topics:* Mining — general; Caribou New Brunswick Mining Ltd.

ACO/CSD-130
Science and Technology (New)
Description: Information on space technology and programs as they relate to the Agency's responsibilities in the Atlantic region. *Topics:* Science and technology — general; Space Program and space station.

ACO/CSD-135
Shipbuilding (New)
Description: Information on the region's shipbuilding industry. *Topics:* Shipbuilding — general; New Brunswick; Newfoundland; Nova Scotia; Prince Edward Island. *Retrievability:* Individual projects are separated by shipyard.

ACO/CSD-140
Tourism (New)
Description: Information on tourism and tourism development. *Topics:* Tourism — general; New Brunswick; Newfoundland; Nova Scotia; Enterprise Cape Breton; Prince Edward Island. *Retrievability:* Information is classed by province.

ACO/CSD-145
Trade (New)
Description: This class of records includes information touching on all aspects of trade, including negotiations as well as federal and provincial assistance to businesses and organizations. *Topics:* Trade — general; free trade; Advisory Council on Adjustment; free trade meetings; multilateral trade negotiations (MTN); Sydport International Trade Zone (SITZ).

ACO/CSD-150
Transportation (New)
Description: Information with the provinces on air, land and marine transportation which the Agency may be involved with directly or indirectly. *Topics:* Transportation — general; New Brunswick; Newfoundland; Nova Scotia; Enterprise Cape Breton; Prince Edward Island and the fixed crossing. *Retrievability:* Province and regions are listed separately.

ATLANTIC CANADA OPPORTUNITIES AGENCY

ATLANTIC CANADA OPPORTUNITIES AGENCY
(ACO)

PRESIDENT
(POE)

005 ACOA — General
015 Minister Responsible for ACOA
020 President of ACOA
025 Vice-President of ACOA

CORPORATE AND PUBLIC AFFAIRS
(CAB)

045 AAP, AEP, IRDP and ERDA Reports
055 Atlantic Enterprise Program

LEGAL SERVICES
(LAB)

030 Enterprise Cape Breton Corporation

POLICY
(POL)

010 Program Design
075 Business

PROGRAMS
(PRO)

040 Agreements and Programs — General
050 ACOA Action Program

CORPORATE STRATEGY
(CSD)

060 Economic Regional Development Agreements (ERDA)
065 Industrial Regional Development Program (IRDP)
070 Procurement
080 Industries — General
090 Agriculture
095 Defence
100 Energy
105 Environment
110 Fisheries
115 Forestry
120 Manufacturing
125 Mining
130 Science and Technology
135 Shipbuilding
140 Tourism
145 Trade
150 Transportation

ACCESS TO INFORMATION
CO-ORDINATOR
ATLANTIC CANADA
OPPORTUNITY AGENCY
P.O. BOX 6051
MONCTON, NEW BRUNSWICK
E1C 9J8

Chapter 3

ATLANTIC PILOTAGE AUTHORITY CANADA

A. GENERAL INFORMATION

Historical Background

The Atlantic Pilotage Authority was designated a Schedule "C" Crown corporation, pursuant to the *Financial Administration Act*, S.C. 1983-84, chapter 31. It was first incorporated in 1972.

Responsibilities

The Authority is responsible for establishing, operating, maintaining and administering, in the interests of safety, an efficient and economic pilotage service within its geographic boundaries — all coastal waters in the Atlantic region. As well, the Authority prescribes tariffs for pilotage charges that are to be fair, responsible and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

Legislation

- Atlantic Pilotage Regulations
- Authority By-Laws
- Canadian Shipping Act
- General Pilotage Regulations
- Pilotage Act

Organizational Units and their Role

Administration Division

This division provides administrative and financial services as required to operate within accepted corporate business procedures.

Operations Division

This division provides pilotage services by assigning and dispatching qualified pilots to ships navigating within the boundaries of the Atlantic Pilotage Authority.

Manuals

(Administration Division)
- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs

(Operations Division)
- Accident Reports and Investigations
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Service Contracts
- Working Rules

Additional Information

Requests for further information about the Authority and its various programs and functions may be directed to:

Atlantic Pilotage Authority
Bank of Montreal Tower, Suite 1203
5151 George Street
Halifax, Nova Scotia
B3J 1M5
(902) 426-2550

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Atlantic Pilotage Authority
Bank of Montreal Tower, Suite 1203
5151 George Street
Halifax, Nova Scotia
B3J 1M5
(902) 426-2550

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: 5151 George Street, Halifax, Nova Scotia.

Classes of Records

APA/OPD-005
Pilotage Services
Description: Information on the provision of pilotage services within the Atlantic region. *Topics:* Dispatching records; pilotage licences; tariff charges; assignments of pilots to vessels; accident reports; collective agreements; international shipping affairs.

APA/OPD-010
Tariffs
Description: Information on the setting of tariffs for the provision of pilotage services; also the conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

ATLANTIC PILOTAGE AUTHORITY
(APA)

OPERATIONS DIVISION
(OPD)

005 Pilotage Services
010 Tariffs

ACCESS TO INFORMATION
CO-ORDINATOR
ATLANTIC PILOTAGE AUTHORITY
SUITE 1203, BANK OF MONTREAL TOWER
5151 GEORGE STREET
HALIFAX, NOVA SCOTIA
B3J 1M5

Chapter 4

ATOMIC ENERGY CONTROL BOARD

A. GENERAL INFORMATION

Historical Background

The Atomic Energy Control Board (AECB) was established in 1946 by the *Atomic Energy Control Act*.

Responsibilities

The AECB is the federal regulatory agency responsible for the control of health, safety, and national and international security aspects of prescribed nuclear energy substances and items, and nuclear facilities. The AECB is also responsible for the administration of the *Nuclear Liability Act*. The Board reports to Parliament through the Minister of Energy, Mines and Resources, and is a departmental corporation within the meaning and purpose of the *Financial Administration Act*.

Legislation

- Atomic Energy Control Act, R.S.C. 1985, chapter A-16
- Nuclear Liability Act, R.S.C. 1985, chapter N-28

Organizational Units and their Role

The Board consists of five members. One of these members is appointed President and Chief Executive Officer of the AECB and is the only full-time member. Reporting to the President are the Secretariat, the directorates of Reactor Regulation, and Fuel Cycle and Materials Regulation, as well as the branches of Regulatory Research, and Planning and Administration. A legal adviser, Official Languages Adviser and a Medical Liaison Officer also report directly to the President.

Secretariat

The Secretariat embraces the functions of the secretary to the Board, relations with the office of its designated minister, parliamentary committees and enquiries, the Office of Public Information, and the Advisory Group Secretariat.

The main function of the **Office of the Secretary** is to provide liaison between Board members and AECB staff. The secretary's duties include organizing and administering Board meetings and taking appropriate follow-up-action, managing the system of staff documents presented to the Board, and conducting the correspondence of the Board. The secretary also maintains a record of all business transactions by the Board, maintains communication and co-ordination among Board members, the Minister's office, Parliamentary committees and central agencies, and carries out other duties as assigned by the Board or the President.

The **Office of Public Information** is responsible for responding to requests from outside contacts for technical or other information, and for informing the public of significant matters through the news media and other communication vehicles. Mailing lists are maintained for the distribution of news releases, the annual report, consultative documents, Board minutes and the publications catalogue. The Office is also the AECB's publisher and contact for all free documentation. The Language Service unit within the Office facilitates service to the public in French-language printed matter.

Directorate of Reactor Regulatory

The Directorate has the prime responsiblity for the regulation of power and research reactors and accelerators. It evaluates applications for licences against the safety standards and requirements that the AECB has set, grants licences and monitors licensee operations to ensure compliance with Board regulations and requirements at all times. It also conducts examinations for reactor operators and provides specialist input into the review of all nuclear facilities.

The **Power Reactor Divisions A and B** ensure that the design, construction, commissioning and operation of power reactor facilities are carried out in a manner consistent with accepted national and international standards of safety; and that the radiological impact of these facilities upon operators, the public and the environment is as low as is reasonably achievable.

The **Operator Certification and Research Facility Division** ensures that staff certified for AECB-authorized positions at licensed nuclear facilities possess the necessary knowledge and training to perform their role in the safe operation of the facilities. It also ensures that the design, construction, commissioning and operation of research, reactor and accelerator facilities meet accepted international standards of safety, and that the radiological impact of these facilities upon operators, the public and the environment is as low as is reasonably achievable.

The **Safety Evaluation Division** carries out the detailed scientific and engineering assessments of nuclear facilities and prescribed substances in Canada, or under Canadian control, from the design stage through construction, operation and de-commissioning. It also assists in the development of requirements for safety and licensing of nuclear facilities.

The **Components and Quality Assurance Division** ensures the establishment and implementation of reactor quality assurance and standards programs, and the regulatory control of pressure-retaining components.

Directorate of Fuel Cycle and Materials Regulations

The Directorate is responsible for evaluating applications for licences, licensing, and compliance monitoring of uranium mines, refineries and conversion plants, nuclear fuel fabrication plants, heavy water plants, radioactive waste management facilities, and the use of radioisotopes. It also implements domestic and international nuclear materials safeguards programs.

The **Safeguards and Security Division** controls the import, export, production and use of prescribed substances, items and technology in order to ensure the implementation of Canada's policies on the non-proliferation of nuclear weapons or other nuclear explosive devices. It also provides the major technical input in the formulation and implementation of nuclear policy, provides advice and implements policies on heavy water and uranium, and ensures that an acceptable level of physical security is provided for nuclear materials, technology and facilities.

The **Radio-isotope and Transportation Division** develops and administers provisions for the protection of workers and the public from radiological hazards arising from the use of radio-isotopes and the transportation of radioactive materials in Canada. It also issues licences for the use and importation of radioisotopes, and certificates for transportation packages.

The **Uranium Mine Division** ensures that uranium mines, mills and associated waste management facilities are operated in a manner that does not expose workers and the public to unacceptable health and safety hazards. It is also responsible for establishing standards associated with the safe operation of uranium mining, assessing and issuing licences, and monitoring of mines to ensure compliance with the regulations and conditions of their licence.

The **Waste Management Division** ensures that facilities for the storage and disposal of radioactive waste materials are constructed and managed to prevent exposure of the public, environment and workers to excessive radiation hazards through the establishment of standards, issue of licences and monitoring of all such facilities in Canada.

The **Fuel and Heavy Water Plant Division** ensures that the operations of facilities for the refining of uranium, the fabrication of nuclear fuel, the production, application and use of natural uranium and thorium, and the production of heavy water is carried out in such a manner that there is no unacceptable health and safety hazard to the public.

Research and Radiation Protection Branch

The Branch is responsible for the initiation and management of projects in the Board's mission-oriented research program, which is designed to provide information for use in the AECB's regulatory activities. It is also responsible for the assessment of radiation hazards and radiation protection programs for licensed activities, the development of related standards and guidelines, and the provision of radiation protection training for AECB staff. The Branch is composed of: Radiation Protection Division, Health and Environmental Effects Section, and Safety and Safeguards Section. The Branch is also responsible for the Board's role in the Safeguards Support Program which is administered jointly with Atomic Energy of Canada Limited (AECL).

The **Radiation Protection Division** is responsible for detailed radiation protection assessments and expert radiation protection advice for all of the Board's activities. It also monitors all aspects of radiation protection associated with nuclear facilities and prescribed substances, both for workers and members of the public.

The **Health and Environmental Effects Section** manages research and development projects relating to the health effects of nuclear technology. The Section is also responsible for Socio-economic Impact Analyses of new AECB Regulations.

The **Safety and Safeguards Section** manages risk and safety related research and development projects and the AECB's role in the Safeguards Support Program, which is administered jointly with AECL.

Planning and Administration Branch

The Branch is responsible for all centralized corporate management and administrative functions, for corporate planning and co-ordination, and for the administration of the *Nuclear Liability Act*, the *Access to Information Act*, and the *Privacy Act*.

The **Administration Division** provides personnel, finance and information management services to the AECB. The Personnel Section is responsible for hiring, training, salaries and benefits compensation; the Finance Section is responsible for preparing budgets, procurement, accounts payable, and health and safety in the workplace; and the Information Management Section is responsible for AECB records, EDP services and the library. The Division also carries out special projects of a corporate management nature.

The **Planning and Co-ordination Section** is responsible for ensuring that the planning and execution of actions, both within the AECB and with outside bodies, are co-ordinated to prevent duplication and ensure consistency of policy and approach. It also is responsible for audit and evaluation functions, for co-ordinating AECB activities with international agencies and organizations, and for administering emergency planning activities. The Section handles requests made under the *Access to Information Act* and the *Privacy Act*, and administers the *Nuclear Liability Act*.

Manuals

- Administrative Policies and Procedures Manual (in preparation)
- AECB Official Languages Policies — Compendium
- AECB Policy Statements Manual
- AECB Staff Briefing Book
- Audit Manual
- EDP Operations Manual (in preparation)
- AECB File Index
- Financial Management Manual
- Multi-Year Operational Plan
- Nuclear Liability Operations Manual
- Operational Plan Framework
- Personnel Manual
- Style Manual
- Sub-activity Descriptions (in preparation)

Additional Information

Requests for technical information, and enquiries concerning the AECB's role, organization, programs and services may be directed to:

Office of Public Information
Atomic Energy Control Board
P.O. Box 1046, Station B
Ottawa, Ontario
K1P 5S9
(613) 995-5894

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Atomic Energy Control Board
P.O. Box 1046, Station B
Ottawa, Ontario
K1P 5S9
(613) 995-5910

ATOMIC ENERGY CONTROL BOARD

Reading Room

The AECB's library and public documents room have been designated under section 71 of the *Access to Information Act* as reading rooms where the public may inspect manuals, documents related to licensing, consultative document comments, Board minutes and other records used by employees in administering or carrying out programs or activities. They are located at: 270 Albert Street, Ottawa, Ontario.

Classes of Records

AEC/SEC-005
Organization and Functions
Description: Information on AECB activities. *Topics:* Organization of the Board; appointments; significant development reports; meetings of internal heads of directorates or sections; annual reports; Policy and Practices Manual; Administrative Policy and Procedures Manual; and Minister's briefings.

AEC/SEC-020
Public Information
Description: Information requests; Federal Identity Program; programs; policies and procedures; projects and publications; public opinion projects; editorial services; translation and revision.

AEC/SEC-025
Committees
Description: Information on actions, proposals and recommendations of the Advisory Committee on Radiological Protection (ACRP) and the Advisory Committee on Nuclear Safety (ACNS). Information on committees in which AECB staff are active.

AEC/DRR-030
Reactors — General
Description: General information on the operation of reactor facilities.

AEC/DRR-035
Licensing
Description: Information on licensing of reactors and sites by the AECB.

AEC/DRR-040
Radiation Protection
Description: Information on radiation protection for workers, public and environment affected by reactor facilities.

AEC/DRR-045
Inspections
Description: Information on regular inspections of reactors in service, scheduling of up and down time and computer codes used in operation. *Topics:* Reactor-in-service inspections; materials; ferrous and non-ferrous metals, corrosion; wear and welding.

AEC/DRR-050
Steam Rebuild Programs
Description: Information on improvements of original deficient steam generators in some of the reactors. *Topics:* 600MW, 500MW, and 850MW steam generator rebuild programs.

AEC/DRR-055
Domestic Reactors
Description: Information on the reactors currently in use in Canada. *Topics:* Licence of the facility; fuel; operation; reactor operators; accountability and operational procedures; AECB officers; significant events and incident reports; systems and equipment, proposed changes approved; proposed changes for information; radiological protection; emergency procedures; safeguards; in-service inspections and quality assurance.

AEC/DRR-060
Atomic Energy of Canada Limited (AECL) — Licensing
Description: General licensing information on nuclear facilities operated by Atomic Energy of Canada Limited. *Topics:* Reactors — NRX, ZEEP, NRU, ZED 2, Whiteshell, Slowpoke.

AEC/DRR-065
Foreign and Marine Reactors
Description: Reactors in the U.S.; marine reactors; foreign reactors outside the U.S.

AEC/DRR-070
Reactor Operating Training
Description: Information on the training and examination of reactor operators according to AECB standards. *Topics:* Reactor Operating Training; Ontario Hydro, Hydro-Québec, New Brunswick Electric Power Commission.

AEC/DRR-075
Particle Accelerators
Description: General information on particle accelerators. *Topics:* Courses and seminars; standards and guidelines; technical information; and relations with Health and Welfare Canada.

AEC/DRR-080
Accelerator Facilities
Description: Information on licensed accelerator and particle accelerator facilities in Canada. *Topics:* Main facility; neutron generator; drawings; safety reports; cyclotron; Tandem and Van de Graaff; Linac; Betatron.

AEC/DRR-085
Reactor Personnel
Description: Information on the training and examination of all reactor personnel.

AEC/DRR-090
Reactor Safety
Description: Information on the development of safety requirements for nuclear facilities. *Topics:* Siting guides; reactor safety criteria.

AEC/DRR-095
Reactor Codes and Standards
Description: Quality assurance codes and standards used in the design of nuclear facilities. *Topics:* Components; inspections; quality control; reliability and maintainability of concrete containment structures; protective systems and instrumentation; and seismic design requirements for CANDU.

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AEC/DRR-100
Computer Codes
Description: Information on computer codes used in reactor operations. *Topics:* Atmospheric dispersion; reactor physics; thermal hydraulics; fuel behaviour; containment.

AEC/DRR-105
Heavy Water Plants
Description: Information on the safety assessment of design and operation of heavy water plants.

AEC/DRR-110
Quality Assurance
Description: Information on the overall design quality of nuclear facilities. *Topics:* Standards; manufacturers; manufacturer quality assurance programs.

AEC/DRR-115
Associations, Societies and Institutions
Description: Information on professional organizations with which the AECB consults on matters related to nuclear energy. *Topics:* Standards-writing organizations — Canadian Standards Association, Canadian Nuclear Association, International Atomic Energy Agency.

AEC/DFC-120
Foreign Governments
Description: Information on all foreign governments with which Canada has been or is involved in the nuclear field. *Topics:* International nuclear safeguards; export-import controls; various reports dealing with the preceding subjects from foreign countries.

AEC/DFC-125
Prescribed Equipment
Description: Information on general export control of prescribed equipment, such as nuclear reactors, fuel processing facilities, heavy water plants and nuclear accelerators.

AEC/DFC-130
Canadian Uranium Policy
Description: The Canadian uranium policy on exports, anti-trust matters and nuclear energy.

AEC/DFC-140
Security
Description: Information on the physical security of nuclear facilities and personnel.

AEC/DFC-145
United Nations Disarmament Commission
Description: Information on the United Nations Non-Proliferation Treaty on Nuclear Weapons, international safeguards, international agreements and various United Nations committees on nuclear energy.

AEC/DFC-150
Safeguards
Description: Policies and measures for the non-proliferation of nuclear energy. *Topics:* Domestic and international safeguards; costs; reference documents; instrumentation; inspection procedures; accountability; visits and inventories of nuclear facilities in Canada; safeguards inspectors; special studies on accountability for highly enriched uranium and non-destructive measurement devices.

AEC/DFC-155
Prescribed Substances
Description: Information on prescribed substances, which are defined as radioactive isotopes of all elements and any substances containing such isotopes which are designated as capable of releasing atomic energy. The AECB maintains files on all licensed users and producers of radio-isotopes in Canada. *Topics:* Use; exports; policies; health precautions.

AEC/DFC-160
Transportation
Description: Policies, regulations and practices for the safe handling and transportation of radioactive materials in Canada and abroad. *Topics:* Shipping regulations; labelling requirements for radio-isotopes; transportation of radioactive waste; liability insurance; regulations for all modes of transportation BF air, road, rail and marine; certificates; Canada Post Corporation; emergency procedures; accidents and standards; transportation of nuclear materials to and from foreign countries; endorsements from foreign countries for shipping containers; technical aspects of shipping, containers and testing programs.

AEC/DFC-165
Nuclear Devices
Description: Information on manufacturers of nuclear devices. *Topics:* Luminous devices;, watches; exit signs; cardiac pacemakers; smoke detectors; therapy units; static eliminators.

AEC/DFC-175
Prescribed Substances — Accidents, Unauthorized Uses
Description: Information on situations where possible risk to workers and the public is caused by radioactive contamination and exposure. *Topics:* Contamination of jewellery and pottery; improper safeguards for radio-isotope use BF hospitals, pharmaceutical labs, research labs; transportation accidents; unauthorized uses of radioactive materials; contamination.

AEC/DFC-180
Inspections
Description: Information on inspections, field instrumentation and special investigations.

AEC/DFC-185
Mining, Exploration and Prospecting
Description: Information on every uranium mining and milling facility in Canada. *Topics:* Operation; licensing; requirements; health and safety BF personal, environmental and workplace monitoring, personnel exposure data; compliance inspections; mining and milling.

AEC/DFC-190
Radioactive Waste Management Facilities
Description: Information on every radioactive waste management facility in Canada. *Topics:* Low-level storage; high-level storage; reactor wastes; uranium tailings; chemical treatment; licensing; maintenance; compliance.

AEC/DFC-195
Heavy Water Plants
Description: Information on heavy water plants in Canada. *Topics:* Operations; licensing; compliance inspections; emergency procedures; quality assurance; standards and guides; safety assessments; new processes.

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AEC/DFC-200
Fuel Processing Facilities
Description: Information on fuel processing facilities in Canada. *Topics:* Operation; licensing; compliance inspections; radiation exposure data.

AEC/PAB-205
Co-ordination and Planning
Description: Information on the Board's internal and external co-ordination and planning.

AEC/PAB-210
Emergency Planning Activities
Description: Information on emergency planning activities. *Topics:* Federal procedures; co-ordination of federal, provincial and international procedures.

AEC/PAB-215
International Organizations
Description: Information on international organizations in the nuclear energy field. *Topics:* International safeguards; export-import control; technical reports and reviews on nuclear reactors; safeguards; quality assurance; radioactive waste management; nuclear fuel development; international organizations — Organization for Economic Co-operation and Development, International Energy Agency, European Economic Community, International Atomic Energy Agency, Nuclear Energy Agency, and the Scientific Advisory Committee of the International Atomic Energy Agency.

AEC/PAB-220
Nuclear Liability
Description: Information on the *Nuclear Liability Act* and its association with the Canadian nuclear program; also insurance aspects of nuclear liability.

AEC/PAB-225
Federal Departments
Description: General information on liaison with other federal departments and agencies.

AEC/PAB-230
Atomic Energy Legislation
Description: Information on the *Atomic Energy Control Act* and amendments.

AEC/PAB-235
Atomic Energy Control Regulations
Description: The regulations pursuant to the *Atomic Energy Control Act* as they apply to prescribed substances and items, nuclear facilities, the appointment of inspectors and inspections of licensees, security of nuclear material and information related to the nuclear fuel cycle, radiological occupational health and safety of atomic radiation workers, the appointment of medical advisers, and protection of the public and the environment.

AEC/PAB-240
Provincial Governments
Description: Information on dealings with the provincial governments and two territories.

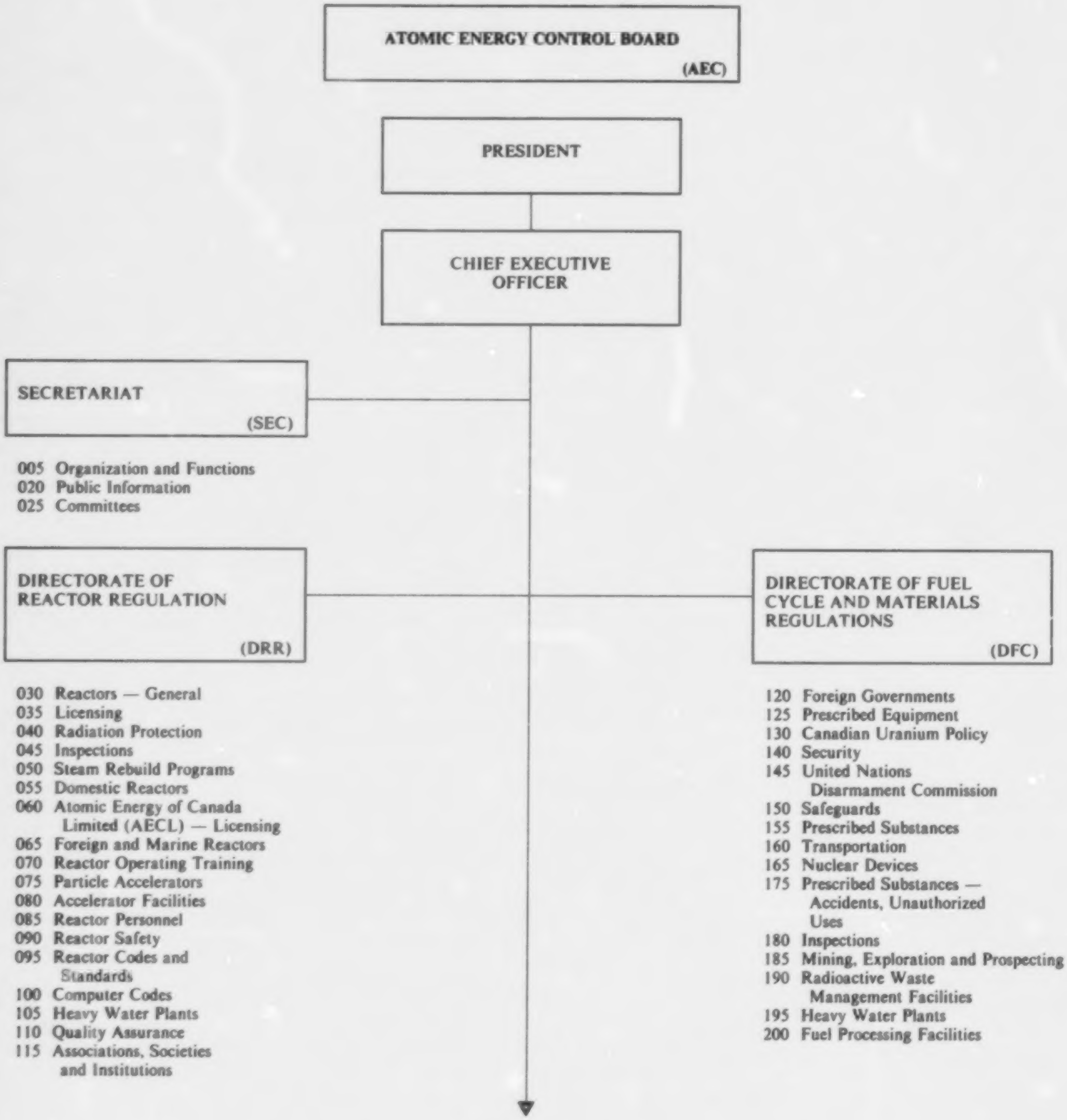
AEC/RRB-245
Health Physics
Description: Information on health physics and radiation protection, as well as radiation dose limits, personal dosimetry and instrumentation, protective clothing, radiation protection training and laboratory facilities and equipment.

AEC/RRB-250
Safeguards Support Program
Description: Research and development contract reports and Safeguard Support Program Reports.

AEC/RRB-255
Regulatory Documents
Description: Research contract process (including reports); licensing guides and regulatory standards for the nuclear energy field and prescribed substances. *Topics:* Regulations safeguard; techniques; socio-economic impact analyses.

AEC/PAB-260
Orientation Facilities
Description: Information on foreign countries interested in purchasing CANDU reactors or technology.

ATOMIC ENERGY CONTROL BOARD


ATOMIC ENERGY CONTROL BOARD (AEC)
PRESIDENT
CHIEF EXECUTIVE OFFICER
SECRETARIAT (SEC)
DIRECTORATE OF REACTOR REGULATION (DRR)
DIRECTORATE OF FUEL CYCLE AND MATERIALS REGULATIONS (DFC)

SECRETARIAT (SEC)

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ACCESS TO INFORMATION
CO-ORDINATOR
ATOMIC ENERGY CONTROL BOARD
P.O. BOX 1046, STATION B
OTTAWA, ONTARIO
K1P 5S9

Chapter 5

BANK OF CANADA

A. GENERAL INFORMATION

Historical Background

The Bank of Canada, Canada's central bank, was incorporated in 1934 under the *Bank of Canada Act*.

Responsibilities

By virtue of the *Bank of Canada Act*, the primary function of the Bank of Canada is to regulate credit and currency in the best interests of the economic life of the nation, to control and protect the external value of the national monetary unit and to mitigate by its influence fluctuations in the general level of production, trade, prices and employment, so far as may be possible within the scope of monetary action, and generally to promote the economic and financial welfare of the Dominion." The Act confers certain powers which, together with provisions in other legislation, enable the Bank to exercise a broad controlling influence over the growth of money and credit in Canada and thereby affect levels of spending and economic activity. Other responsibilities include acting as an adviser and as a fiscal agent to the Government of Canada in the receipt and disbursement of payments, in the operation of the Exchange Fund Account on behalf of the Minister of Finance, and in the issuance, administration and servicing of the government's outstanding debt. The Bank of Canada has the sole right to issue notes intended for circulation in Canada; the issue of coins is the responsibility of the Royal Canadian Mint.

Legislation

- Bank Act
- Bank of Canada Act
- Currency Act
- Financial Administration Act

Organizational Units and their Role

Securities Department

This department has both operational and analytical duties. Its most important operational functions are to help implement monetary policy through adjustments in excess chartered bank cash reserves or through open market operations, and to issue Government of Canada securities — treasury bills, marketable bonds and Canada Savings Bonds — both domestically and abroad.

Its analytical function is to monitor conditions in financial markets, forecast key financial flows and study financial relationships relevant to securities markets. The results are communicated to the Bank's senior officers for their use in formulating monetary policy, advising government on matters related to debt management, and influencing the development of capital market structures appropriate to Canadian needs.

Research Department

The Department's primary responsibility is to assess the significance of current economic developments and prospects in Canada and the United States and to keep Bank management fully informed about them. An aspect of this responsibility is to seek further understanding of the operation of the economy and of public policies which are, or could be, employed in an attempt to regulate it.

Department of Monetary and Financial Analysis

The Department is responsible for monitoring and analyzing the behaviour of the chartered banks, other financial institutions and capital markets in response to monetary policy and other forces at work in the financial system.

International Department

This department's principal responsibilities include the conduct of foreign exchange operations as fiscal agent for the government and the Bank, and analyses of current and prospective developments in exchange markets, the Canadian balance of payments, economic activity overseas and the international payments system.

Department of Banking Operations

The overall responsibility of the Department is to provide efficient and effective service to other central banks, international financial organizations, the Government of Canada, chartered banks, trust companies and all other financial organizations. Its responsibilities include the security and administration of valuables such as gold, securities and currency. The Department also provides fiscal functions for which the Bank of Canada acts as an agent for the Government of Canada. These functions include the clearing of government obligations and receiving deposits for the account of the Government of Canada. The Department has agencies or branches in Vancouver, Calgary, Regina, Winnipeg, Toronto, Ottawa, Montreal, Saint John and Halifax.

Public Debt Department

This department is responsible for the administration of direct and certain guaranteed debt issues of the Government of Canada. Its functions include obtaining and distributing supplies of debt certificates, the maintenance of registers and records for control purposes, the payment of interest and the retirement of the debt.

Comptroller's Department

This department is responsible for the internal financial functions of the Bank, such as the processing, monitoring and reporting of receipts and payments for management and statutory reporting requirements. These responsibilities involve the co-ordination of the annual planning budgeting exercise and subsequent control, processing payments for goods, services, payroll and unclaimed balances, recording transactions for administrative expenditures and market operations, accounting for and reporting the Bank's financial position, and keeping records of items in safekeeping.

Administrative Departments

The Secretary's Department provides public information, central library services and some corporate services, and manages the Currency Museum and National Currency Collection. The Department of Premises Management is responsible for management of the Bank's properties, including security matters. There are also several other departments with self-explanatory titles, including Audit, Automation Services, Comptroller's and Personnel.

Manuals

- Agency Procedures Manual
- Control of Data and Valuables Manuals
- Data Examination and Preparation Manuals
- Data Processing Clerical Manuals
- External Procedures Manuals
- Interim Procedures Circulars
- Records Retrieval Manual
- Sample Letter Catalogue
- Statistics Canada — Bank of Canada Commodity Trade Concordance
- Statistics Manuals

Additional Information

Requests for further information about the Bank and its various policies, programs and publications may be directed to:

Bank of Canada
234 Wellington Street
Ottawa, Ontario
K1A 0G9
General Information: (613) 782-8111
Publications: (613) 782-8224 or 782-8248

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Secretary
Bank of Canada
234 Wellington Street
Ottawa, Ontario
K1A 0G9
(613) 782-8537

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: 234 Wellington Street, Ottawa, Ontario. Hours of operation are from 08:00 to 17:00, Monday through Friday.

For those individuals who wish to access files at the Bank's agencies, special arrangements will be made in order to accommodate each request. The agencies are open to the public from 09:00 to 15:00, Monday through Friday.

Classes of Records

BOC/SEC-005

Capital Markets

Description: Reports of economic and financial developments in the Atlantic region of Canada; also activities of various organizations that relate to capital market developments of interest to the Bank of Canada. *Topics:* Capital market coverage; government regulatory bodies.

BOC/SEC-010

Money Market Analysis and Primary Distribution

Description: Information on the general financial market activity of various institutions and organizations with particular emphasis on the money market arrangements (with Bank of Canada) and money market activity of banks and investment dealers. *Topics:* Industries and associations; Financial Research Foundation of Canada; financial institutions; stock exchanges; insurance companies; mortgage companies; finance companies; non-financial institutions; primary distributors; jobber money market report; municipal financing; banker's acceptances. *Retrievability:* Files arranged by subject and company.

BOC/SEC-015

Primary Distributors — Jobbers

Description: Information on the financial arrangements between the Bank of Canada and major Canadian investment dealers relating to money market activities. *Topics:* Jobbers by name.

BOC/SEC-020

Primary Distributors — Dealers

Description: Reports on the volumes of transactions in the Canadian securities markets — used to assess the level of activity in Canadian securities markets. *Topics:* Dealers by name. *Retrievability:* Files arranged geographically and by company.

BOC/SEC-025

Primary Distributor Statistics

Description: Detailed statistical information on the levels of participation by each Canadian investment dealer in each Government of Canada loan. *Topics:* Jobbers and dealers by name. *Retrievability:* Files arranged by institution, company and region.

BOC/SEC-030

Open Market Operations and Securities Market Analysis

Description: Statistical and analytical information relating to financial markets. *Topics:* Interest rates; treasury bills; comments on markets; purchase and resale agreements; stock averages and prices; short-term paper; bond quotations; issues placements; bond prices; yields and quotes; securities transactions; holdings of securities; U.S. securities; Bank of Canada portfolio; provincial, corporate and municipal markets; interest rate futures; client transactions. *Storage Medium:* Microfilm.

BANK OF CANADA

BOC/SEC-035

Chartered Bank Cash Management

Description: Information relating to the cash reserve management operations of the Bank of Canada and the chartered banks; the assets and liabilities of the Bank of Canada; and the characteristics of the institutional relationship within the clearing and settlement system. *Topics:* Advances; cash reserves; reserve requirements; clearings and payments system; Government of Canada deposits; note circulation; statements; compensation to financial institutions; chartered banks; Bank of Canada balance sheets; direct clearing members of the Canadian Payments Association; Zero Reserve Operations. *Retrievability:* Files arranged by subject and institution.

BOC/SEC-040

Canada Savings Bonds — General

Description: Information on the payment of various fees to companies involved in the sale of Canada Savings Bonds; also reports on the monitoring and analysis of the results of the sale of Canada Savings Bonds. *Topics:* Canada Savings Bonds arrangements; commissions; redemptions; studies; surveys; reports; payroll; advertising; campaigns; public relations.

BOC/SEC-045

Canada Savings Bonds — Sales and Issuing Agents

Description: The administrative arrangements between the Bank of Canada and eligible Canada Savings Bond (CSB) sales agents. *Topics:* Sales agents; issuing agents; trust companies; trust companies — non-listed; CSB sales agents other than trusts; issuing agents other than trusts and banks. *Retrievability:* Files arranged by company.

BOC/SEC-050

Domestic Financing — General

Description: The release of general information outlining the terms and conditions of Government of Canada new loan issues. *Topics:* New loan and bond auction press releases; prospectuses; confirmation of offering; procedures; allotments; participation; statements.

BOC/SEC-055

Domestic Financing — Matured Government of Canada Loans and Canada Savings Bonds

Description: Historical statistical information on the administrative details of each Government of Canada loan operation; used as research material for current borrowing operations. *Topics:* Loans by name or maturity. *Storage Medium:* Microfilm.

BOC/SEC-060

Government of Canada — Foreign Financing

Description: Legal documentation for Government of Canada foreign loans and standby credit facilities. Statistical information used to monitor and analyze developments in international capital markets. Statistical and administrative documentation of the procedures undertaken by the Government of Canada to borrow abroad. *Topics:* Government of Canada foreign loans issued; standby credit facilities; foreign underwriters. *Retrievability:* Files arranged by loan and issue date and by company.

BOC/SEC-065

Government of Canada Cash Projections and Debt Management Planning

Description: Information on the preparation of the Bank of Canada's projection of the Government of Canada's cash balances and the monitoring and analysis of government spending patterns. *Topics:* Federal budget and estimates; Bank of Canada projections; government cash reports; other projection reports; public accounts projections — budgetary and non-budgetary; provincial and municipal reports. *Retrievability:* Files arranged by subject, region, institution and government department or agency.

BOC/SEC-070

Special Studies and Analysis

Description: Studies and analyses of the various techniques used to implement monetary policy, debt management and securities market strategy. *Topics:* Debt management analysis; cash reserve management studies; interest rate analysis; macroeconomics policy papers; capital market analysis; money market analysis; Canada Savings Bond analyses and surveys; studies on inflation; purchase and resale agreement studies; marketing government debt.

BOC/RES-076

Projections, Policy Simulations and Policy Analysis

Description: Economic projections for the Canadian and United States economies, information on the use of econometric models for analysis of alternative macroeconomic policies, and other policy analyses. *Topics:* Staff projections; price and incomes policy; market structure policy; government expenditures and transfers; government finance; monetary policy; fiscal policy; exchange rates; interest rates. *Retrievability:* Files are arranged by subject.

BOC/RES-081

Current Analysis and Economic Developments

Description: Interpretation of current economic data for Canada and the United States, and analysis of the economic implications of current economic developments. *Topics:* Current analysis; National Accounts; economic cycles/indicators; conferences; consumption/saving; housing; investment/inventories/cost of capital; supply and demand for labour; wages; prices (inflation); direct taxes; indirect taxes and subsidies; foreign sector; financial sector; productivity; production functions; capacity utilization; economic potential; income distribution; United States; regions of Canada; industries; rest of the world; Canadian farm sector; world energy markets; resource sector (other than farm and energy); demographics; world commodity markets; Canadian energy sector; exchange rates; interest rates. *Retrievability:* Files are arranged by subject.

BOC/RES-086

General Economic Analysis — Theory and Models

Description: Information on the structure and use of Bank of Canada econometric models, and other anlayses of the structure and behaviour of economies. *Topics:* Theory; input/output; economic cycles/indicators; history; conferences; consumption/saving; investment/inventories/cost of capital; supply and demand for labour; wages; prices (inflation); direct taxes; indirect taxes and subsidies; foreign sector; financial sector; productivity; production functions; capacity utilization; economic potential; income distribution; United States; regions of Canada; industries; rest of the world; Canadian farm sector; world energy markets; resource sector (other than farm and energy); models in general; RDX2; RDXF; SAM; demographics; world commodity markets; Canadain energy sector; exchange rates; interest rates. *Retrievabilty:* Files are arranged by subject.

BOC/RES-091

Reviews and Comments on External Documents

Description: Reviews and/or comments on external documents received by the Bank of Canada. *Topics:* Documents from

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Department of Finance, Economic Council of Canada, Statistics Canada, The Conference Board of Canada, various other Canadian government departments, provincial governments, private sector organizations, American organizations (e.g., DRI, Conference Board), international organizations (e.g., IMF, OECD); academic publications or discussion papers. *Retrievability:* Files are arranged by subject.

BOC/RES-096

Quantitative Methods, Computer and Data (Sources and Methods)

Description: Descriptions of research methods, data construction and computer systems. *Topics:* Econometrics; programming and computer systems; time series analysis; input/output; National Accounts; demographics; general methodology. *Retrievability:* Files are arranged by subject.

BOC/MFA-100

Monetary Policy

Description: Technical and econometric analyses of the role of monetary and credit aggregates as targets or indicators of monetary policy, as well as some analyses of the importance of international linkages in the conduct of monetary policy. *Topics:* Bank of Canada balance sheet data; instruments of monetary policy; targets and indicators of monetary policy; international aspects of monetary policy.

BOC/MFA-105

Chartered Bank Analysis

Description: Information on balance-sheet and income statements of chartered banks and descriptive and econometric analysis of the banking system. *Topics:* Canadian dollar assets; Canadian dollar liabilities; foreign currency business and operations abroad; earnings, expenses and balance of revenue; chartered bank operations through affiliates; financial data supplied by chartered banks. *Storage Medium:* EDP systems.

BOC/MFA-110

Non-bank Financial Intermediaries

Description: Balance-sheet data and analyses of the non-bank financial institutions. *Topics:* Trust and mortgage loan companies; credit unions and *caisses populaires;* sales finance and consumer loan companies; affiliates of foreign banks; life insurance companies; Quebec Savings Bank; provincial savings offices.

BOC/MFA-115

Non-financial Private Sector

Description: Information on financial transactions of the non-financial private sectors of the economy (households, non-financial businesses) and their relationship to savings and investment. *Topics:* Persons and unincorporated business; financial assets and liabilities; foreign and international institutions; non-financial corporations. *Retrievability:* Files arranged by sector.

BOC/MFA-120

Mortgage Market

Description: Information on mortgage loan approvals and mortgages outstanding held by financial institutions collected for the most part from published sources; also analyses of the mortgage market. *Topics:* Private institutional lenders; government lenders; new housing; existing housing.

BOC/MFA-125

Consumer Credit Markets

Description: Information collected by the Bank of Canada or Statistics Canada on the consumer debt held by financial institutions; also analyses of consumer credit markets. *Topics:* Consumer credit data; Statistics Canada data.

BOC/MFA-130

Interest Rates

Description: Statistical information on market and administered rates in Canada and abroad; also analytical material related to interest rates, such as analyses of the term structure, of real interest rates, and of the relationship between interest rates and inflation. *Topics:* Canadian financial institutions' interest rates; Canadian securities market interest rates; American interest rates; European interest rates.

BOC/MFA-135

Financial Flows and Forecasting

Description: Information on the flow of credit between broad sectors of the economy; summary tables published semi-annually in the Bank of Canada Review. *Topics:* Financial flows matrix; credit market summary tables; sectoral analysis; financial markets projections. *Retrievability:* Files arranged by subject, sector and financial instrument.

BOC/MFA-140

Econometric Analysis and Background Studies

Description: Econometric models of financial markets, econometric analysis of the demand for financial assets, econometric investigation of financial-real linkages and general information on recent developments in econometric techniques. *Topics:* Econometric analysis of the monetary system; econometric models of markets; econometric models and financial-real linkage; technical support studies and special projects. *Storage Medium:* EDP systems.

BOC/MFA-145

Financial Developments in the United States

Description: Information on American monetary policy and recent and projected financial developments in the U.S. *Topics:* United States — monetary policy and regulations, banking system; securities markets; thrift institutions and mortgage market; financial commentaries; financial data.

BOC/MFA-150

Surveys, Reports and Returns

Description: Information on the collection of financial data required for the monitoring and analysis of financial developments. *Topics:* Reports and returns — trust companies, mortgage loan companies, non-financial companies, sales finance and consumer loan companies, affiliates of foreign banks; credit unions; monthly survey of short-term paper; survey of outstanding treasury bills. *Retrievability:* Files arranged by company or organization.

BOC/MFA-155

Canadian Institutions and Financial Section Automation

Description: Information on the payment systems of major Canadian institutions. *Topics:* Chartered banks and savings banks; trust and mortgage loan companies; credit unions and *caisses populaires;* provincial government savings institutions; Canadian government departments and agencies; retailers; communications carriers. *Retrievability:* Files arranged by company.

BANK OF CANADA

BOC/MFA-160

Domestic Payment System

Description: Information on planning in the Canadian payments system as it evolves towards more electronic methods. *Topics:* Canadian clearing system; task forces and committees; Canadian Computer Communications Task Force; Working Group 3 study; payments system policy; Canadian Payments Association.

BOC/MFA-165

International Payments System

Description: Information on international payments system automation research and planning. *Topics:* Bank for International Settlements (BIS); central banks; International Standardization Organization (ISO) — automation standards; Society for World-Wide Inter-bank Financial Telecommunications (SWIFT).

BOC/MFA-170

Role of Banks in Providing Computer Services

Description: Research performed by the Canadian Computer Communications Task Force and the Interdepartmental Steering Committee on the electronic payments system. *Topics:* Task forces and committees; computer services offered by financial institutions; computer services bureaus.

BOC/INT-175

Official International Reserves

Description: Information on Canada's foreign exchange reserves, including holdings of the Minister of Finance, the Receiver General and the Bank of Canada, as well as borrowings by the Canadian government in foreign currencies. *Topics:* Definitions and historical data; reports and statements on reserve status.

BOC/INT-180

Exchange Fund Account

Description: Information on the Minister of Finance's Exchange Fund Account, the principal repository of Canada's foreign exchange reserves. *Topics:* Legislation, transactions and procedures; portfolio management; Exchange Fund Account reports; official exchange market operations.

BOC/INT-185

Foreign Exchange Transactions

Description: Information on foreign exchange bookkeeping and trading procedures of the Bank of Canada and transactions with other central banks. *Topics:* Transactions and procedures; portfolio management; signing authorities; Bank of Canada foreign accounts.

BOC/INT-190

Foreign Exchange Market Analysis

Description: Information on developments in the Canadian and overseas exchange markets, trading in Canadian dollars against foreign currencies, the value of the major foreign currencies and exchange arrangements maintained by other major countries. *Topics:* Legislation; settlement procedures; reports and reviews of exchange market developments; summary reports on exchange rates; statistical reviews and exchange rate development in overseas countries; forward market, swaps, currency futures and other financial innovations, external financing and takeovers; globalization of the foreign exchange market. *Retrievability:* Arranged by institution and by subject.

BOC/INT-195

Intervention

Description: Documents and papers prepared in Canada and in other major countries relating to the Working Group on Exchange Market Intervention. The group was established at the Versailles Summit of the Heads of State and Government, June 1982. *Topics:* Intervention studies. *Retrievability:* Files arranged by subject and by country.

BOC/INT-200

Contacts

Description: Information on various contacts of the Bank of Canada with institutions and organizations in the foreign exchange area in Canada and abroad, principally as an aid to monitoring and analyzing developments in exchange markets. *Topics:* Legislation and bank reporting; Canadian Bankers' Association; general brokerage services; Canadian chartered banks; central banks and monetary authorities; arrangements among central banks; foreign commercial banks; federal and provincial agencies and Crown corporations; non-bank financial institutions; non-financial institutions.

BOC/INT-205

Gold, Silver and Other Commodities

Description: Information on gold, silver and commodity market practices — statistics, legislation and official gold transactions. *Topics:* Gold legislation; gold operations; gold markets; export-import reports; silver legislation and oil.

BOC/INT-210

International Developments

Description: Information on developments in international capital markets, in particular international banking, Eurocurrency and bond markets, external debt of overseas countries, deployment of oil exporter's surpluses and recycling and major commodities, including commodity agreements. *Topics:* International finance; international capital markets; commodities.

BOC/INT-215

Federal Organizations and Interdepartmental Committees

Description: Information on federal government organizations or interdepartmental committees that deal with international economic questions in which the Bank has some involvement. *Topics:* Export Development Corporation (EDC); Canadian International Development Agency (CIDA); interdepartmental committee on commercial policy; interdepartmental committees on economic relations with developing countries; assistant deputy ministers' committees on economic relations; Department of Finance; Department of External Affairs.

BOC/INT-220

Developments in Foreign Countries

Description: Information on current economic and financial developments in overseas countries, including relations with the International Monetary Fund (IMF), economic projections for major industrial countries, international comparisons, press reports on developments in overseas countries, international capital markets and international organizations. *Topics:* Projections by international organizations and the Bank of Canada; developments in various countries — Reuters News Service; Bank for International Settlements press reviews. *Retrievability:* Files arranged by subject and country.

BANK OF CANADA

BOC/INT-225

International Organizations

Description: Information on the activities of various international or regional economic organizations, in particular those aspects that relate to world economic or financial issues of interest to the Bank. *Topics:* Asian Development Bank; North-South Institute; International Bank for Reconstruction and Development (IBRD); European Economic Community (EEC); Commonwealth Meetings; Technicians of Central Banks of the American Continent (CEMLA); Summit Meeting — Group of Ten; Organization for Economic Co-operation and Development (OECD); International Co-operation and Policy Co-ordination.

BOC/INT-230

International Monetary Fund

Description: Information on the work and activities of the International Monetary Fund (IMF), issues discussed at IMF Executive Board meetings and at the Interim Committee. *Topics:* IMF General Account — drawings and repurchases, special drawing rights, general arrangements to borrow; Canadian consultations; International Monetary System and Reform Exercise; amendments to articles of agreement; other lending facilities; annual meetings.

BOC/INT-235

Bank for International Settlements

Description: Information on meetings at the Bank for International Settlements (BIS), the work of various BIS committees and the provision of Eurocurrency statistics. *Topics:* Committee on Banking Regulation and Supervision; multilateral surveillance statistics meetings; Standing Committee on Eurocurrency Market; Eurocurrency statistics. *Retrievability:* Files arranged by subject, committee and country.

BOC/INT-240

Balance of Payments — Policies

Description: Statements and studies of government policies relating to the balance of payments. *Topics:* Policies — merchandise trade, free trade, long-term capital flows, short-term capital flows.

BOC/INT-245

Balance of Payments — Summaries

Description: Statistical documentation and information on concepts and econometric methods used in the analysis and projections of the balance of payments. *Topics:* Correspondence; statistical information and publications; EDP data management; measurement concepts; briefing notes and projections; projection methodology and documentation; analytical memoranda.

BOC/INT-250

Balance of Payments — Current Account

Description: Statistical information, reports and studies used to monitor and analyze the current account of the balance of payments. *Topics:* Merchandise trade account; merchandise exports — total, by commodity; merchandise imports — total, by end-use; current account — services, transfers.

BOC/INT-255

Balance of Payments — Capital Account

Description: Statistical information, reports and studies used to monitor and analyze the capital account of the balance of payments. *Topics:* Statistics, reports and commentaries; long-term capital; short-term capital flows through the chartered banks; short-term capital flows through non-bank channels; international indebtedness position.

BOC/INT-260

Exchange Rates and Exchange Market Analysis

Description: Studies on movements in the exchange value of the Canadian dollar and other currencies. *Topics:* Exchange rates and exchange market analysis; econometric models of the exchange rate.

BOC/INT-265

Balance of Payments by Geographical Area

Description: Statistical reports and other information used in monitoring and analyzing the balance of payments transactions by geographical area. *Topics:* Canada and the U.S.; reconciliation of Canada-U.S. balance of payments statistics. *Retrievability:* Files arranged by subject and country.

BOC/DBO-270

Government Banking and Fiscal Services

Description: Information on general banking services to other central banks and to fiscal agent services provided for the Government of Canada. *Topics: Bank Act* fees; Canadian Bankers' Association; government clearings and deposits; Canadian Payments Association; transportation of government items; Interbank International Payments System; safekeeping of valuables; deposits and payments processed through client accounts; Bank of Canada accounts at central banks; Bank of Canada gold accounts at central banks; signing authorization; Bank of Canada notes — pricing and ordering, release, circulation, transportation, redemption and disposal, commemorative coins and medals.

BOC/DBO-275

Client Accounts

Description: Information on the maintenance of client accounts and related transactions. *Topics:* Accounts related to the Government of Canada; chartered banks and non-banks; central banks and international financial institutions.

BOC/DBO-280

Loans of or Guaranteed by the Government of Canada

Description: Information on loans issued by or guaranteed by the Government of Canada for which the Bank of Canada acts as manager of the public debt; also rules, regulations and transactions of each issue. *Topics:* Transfers and exchanges; transfer and guarantee of signatures on securities — resolutions; treasury bills; Canadian National Railways bond issues; Revolving Standby Credit Facility; Government of Canada bonds; instructions to agents on the delivery of Government of Canada loans and bond auctions; Canada Savings Bonds; interest payments and commission due on foreign borrowings.

BOC/DBO-285

Bank Note Research

Description: Information on all phases of bank note design, production, anti-counterfeiting measures, distribution and special studies on the automation of handling of bank notes. *Topics:* Special studies and models; bank note design; security; bank note production — orders and inventory; distribution; automation; circulation studies; destruction of bank notes.

BANK OF CANADA

BOC/DBO-290
Government Banking and Agency Operations
Description: Information on field operations of banking services to other central banks and fiscal agent services provided to the Government of Canada. *Topics:* See entries BOC/DBO-270, BOC/DBO-275 and BOC/DBO-280 above. *Storage Medium:* Microfilm.

BOC/DBO-295
Government of Canada Clearings and Redemptions
Description: Information on the processing of government items and the related payments or deposits to be made to or on behalf of the government. *Topics:* Balance and recapitulations; government deposits; settlement inquiries; deposit letters; instructions to agencies; agents' daily summaries.

BOC/DBO-300
Bank of Canada Notes, Government Securities and Gold
Description: Information on the finishing, inventory and distribution of Bank of Canada notes and Government of Canada securities; the processing and destruction of used and mutilated bank notes; custodial responsibilities for gold. *Topics:* Accounting procedures; circulation; transportation; inventory; redemption and disposal of Bank of Canada notes; coins and medallions; treasury bills; Canadian National Railway bonds; Government of Canada bonds; Canada Savings Bonds; client gold accounts and transactions.

BOC/PDD-305
Issue of Government of Canada Loans and Securities
Description: Information on the domestic and foreign borrowings by the Government of Canada for which the Bank of Canada acts as fiscal agent or participates as an advisory body. *Topics:* Government of Canada marketable bonds; Canada Savings Bonds; treasury bills; Canadian National Railway bonds; foreign loans.

BOC/PDD-310
Production of Bonds
Description: Information on all phases necessary to obtain adequate supplies of securities and their distribution to the appropriate locations. *Topics:* Bond design; bonds ordered and distributed; contracts with suppliers.

BOC/PDD-315
Maintenance of Debt Registers
Description: Information on bond owner and individual security registers and their periodic updating. *Topics:* Transfer and exchanges; change of address; lost, stolen or destroyed coupons; lost, stolen or destroyed bonds; bond registrations; bond processing; guarantee of signatures. *Storage Medium:* Microfilm.

BOC/PDD-320
Payment of Interest
Description: Information on the various means and processes by which the contractual obligation to pay interest is discharged. *Topics:* Direct deposit; cheques; coupons; cash bonuses; withholding tax; interest notices; interest cheque production; adjustments.

BOC/PDD-325
Retirement of Debt
Description: Information on the process through which owners of Government of Canada securities are reimbursed at maturity or in accordance with the terms under which the securities were issued. *Topics:* Canada Savings Bonds; Government of Canada marketable bonds; treasury bills; war saving certificates; Canadian National Railways bonds; International Bank for Reconstruction and Development (World Bank) bonds; redemptions of foreign loans.

BOC/PDD-330
Accounting for the Public Debt
Description: Information on the recording, for reporting and controlling purposes, of activities for the period during which the securities are in existence. *Topics:* Accounting records and controls; financial reports.

BOC/PDD-335
Administrative Arrangements with Financial Institutions
Description: Instructions and other data made available to financial institutions through which the Bank of Canada deals with bond owners in the normal course of business. *Topics:* Issue of Government of Canada loans and securities; maintenance of debt registers; retirement of debt.

BOC/COM-340
General Accounting Records
Description: Information on various accounts and accounting as prescribed by the *Bank of Canada Act*. *Topics:* Accounts recoverable; Bank of Canada balance sheets; orders — deliveries of Bank of Canada notes; confirmation of balances and statements of gold and securities held in safekeeping for the Bank of Canada; accounting ledgers; trial balances; balance sheets; investment transactions and accounting.

BOC/COM-345
Confirmation of Balances and Statements of Gold and Securities Held in Safekeeping by the Bank of Canada
Description: Information on the custodial responsibilities of the Bank towards clients for the safekeeping of their gold or securities. *Topics:* Central banks; chartered banks; domestic financial institutions; Government of Canada accounts; Government of Canada agencies; international financial institutions. *Retrievability:* Files are arranged by organization.

BOC/BOC-901
Administration
Description: See Standard Classes of Records.

BOC/BOC-902
Acts and Legislation
Description: See Standard Classes of Records.

BOC/BOC-903
Administration and Management Services
Description: See Standard Classes of Records.

BOC/BOC-904
Co-operation and Liaison
Description: See Standard Classes of Records.

BOC/BOC-905
Buildings and Properties
Description: See Standard Classes of Records.

BOC/BOC-906
Buildings
Description: See Standard Classes of Records.

BOC/BOC-907
Lands
Description: See Standard Classes of Records.

BOC/BOC-908
Utilities
Description: See Standard Classes of Records.

BOC/BOC-909
Equipment and Supplies
Description: See Standard Classes of Records.

BOC/BOC-910
Furniture and Furnishings
Description: See Standard Classes of Records.

BOC/BOC-911
Office Appliances
Description: See Standard Classes of Records.

BOC/BOC-912
Procurement
Description: See Standard Classes of Records.

BOC/BOC-913
Vehicles
Description: See Standard Classes of Records.

BOC/BOC-914
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Description: See Standard Classes of Records.

BOC/BOC-915
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Description: See Standard Classes of Records.

BOC/BOC-916
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Description: See Standard Classes of Records.

BOC/BOC-917
Budgets
Description: See Standard Classes of Records.

BOC/BOC-918
Personnel
Description: See Standard Classes of Records.

BOC/BOC-919
Classification of Positions
Description: See Standard Classes of Records.

BOC/BOC-920
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Description: See Standard Classes of Records.

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Human Resources
Description: See Standard Classes of Records.

BOC/BOC-922
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Description: See Standard Classes of Records.

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Description: See Standard Classes of Records.

BOC/BOC-924
Pensions and Insurance
Description: See Standard Classes of Records.

BOC/BOC-925
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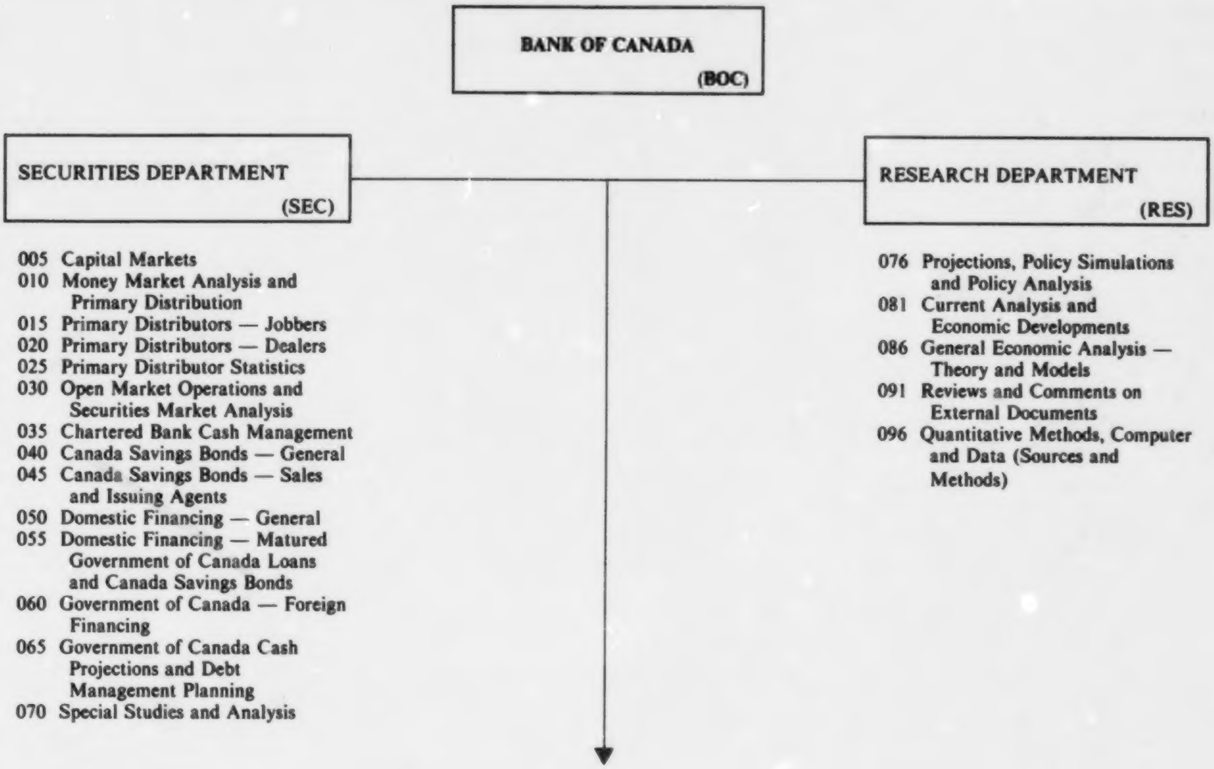
Description: See Standard Classes of Records.

BOC/BOC-926
Staff Relations
Description: See Standard Classes of Records.

BOC/BOC-927
Training and Development
Description: See Standard Classes of Records.

BANK OF CANADA



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SECURITIES DEPARTMENT
(SEC)

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010 Money Market Analysis and Primary Distribution
015 Primary Distributors — Jobbers
020 Primary Distributors — Dealers
025 Primary Distributor Statistics
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035 Chartered Bank Cash Management
040 Canada Savings Bonds — General
045 Canada Savings Bonds — Sales and Issuing Agents
050 Domestic Financing — General
055 Domestic Financing — Matured Government of Canada Loans and Canada Savings Bonds
060 Government of Canada — Foreign Financing
065 Government of Canada Cash Projections and Debt Management Planning
070 Special Studies and Analysis

RESEARCH DEPARTMENT
(RES)

076 Projections, Policy Simulations and Policy Analysis
081 Current Analysis and Economic Developments
086 General Economic Analysis — Theory and Models
091 Reviews and Comments on External Documents
096 Quantitative Methods, Computer and Data (Sources and Methods)

BANK OF CANADA

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BANK OF CANADA

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ACCESS TO INFORMATION
CO-ORDINATOR
SECRETARY
BANK OF CANADA
234 WELLINGTON STREET
OTTAWA, ONTARIO
K1A 0G9

Chapter 6

CANADA COUNCIL

A. GENERAL INFORMATION

Historical Background

The Canada Council was created by Parliament in 1957 (*Canada Council Act*, 1957, R.S.C. 1970, chapter 2, as amended).

Responsibilities

The general policy objective of the Canada Council is to recognize, foster and promote excellence in the arts. Most of its grants are awarded through an extensive system of competitions judged by juries of practising artists and other independent specialists in the particular disciplines.

In addition to its mandate to foster and promote the arts, the Canada Council has been assigned responsibility for the Canadian Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO) (Subsection 8(2), Order-in-Council PC 1957-831), in conformity with the constitution of UNESCO.

The Council also administers the Killam program of scholarly awards and prizes, financed from a private legacy. The Public Lending Right Commission, which provides payments to Canadian authors for the public use of their works in Canadian libraries, operates under the aegis of the Council.

Legislation

- Canada Council Act

Organizational Units and their Role

Arts Division

This division is responsible for assessing and recommending applications for support to individual artists and arts organizations. It currently consists of ten sections including the Arts Awards Service, Dance, Explorations, Media Arts, Music, and Opera, Theatre, Touring Office, Visual Arts, the Art Bank, and Writing and Publishing.

The **Arts Awards Service** is responsible for support to individual professional artists for creative activity or skill improvement in architecture, arts criticism, writing, dance, film, multidisciplinary work and performance art, music, photography, theatre, video, and the visual arts. Its programs include arts grants A and B, grants in non-fiction writing, project grants, travel grants, studio space and study abroad, and prizes.

The **Dance Section** is responsible for support to professional Canadian dance companies, organizations and associations in ballet, modern and experimental dance. Its program includes the communications fund and grants to dance companies, independent dance artists, professional schools, service organizations, media projects, and indepenDance.

The **Explorations Program** is responsible for grants to investigate new forms of cultural expression and participation. Grants are provided to individuals or organizations for innovative projects, within or outside traditional arts disciplines, which contribute towards an understanding of Canada's cultural past or the development of its cultural future.

The **Media Arts Section** provides support to independent professional artists for the creation of works using conventional and/or new acoustic and visual technologies and their related media. It administers three production programs: film and holography, video and audio, and computer-integrated media. It also administers a distribution and broadcast program. These programs are concerned with production and diffusion in multiple format media, including computer processing, visual and acoustic imaging and system control (via digital sampling and mastering), applied laser technology and optical storage. In addition to direct production assistance, support is available to non-profit media art organizations through operational, project, workshop or communication funds. The Section is the repository of the Canada Council Film Collection.

The **Music and Opera Section** is responsible for support to Canadian music companies, organizations and associations. Its programs include grants to orchestras, opera companies, other music groups and organizations, and amateur choirs, commissioning of Canadian compositions, aid to sound recording by Canadian producers and companies, and the communication fund.

The **Theatre Section** is responsible for support to professional theatre companies, organizations and associations. Its programs include grants to theatre companies, independent production grants for English-language professional theatre artists and the communications fund.

The **Touring Office** supports touring by Canadian performing artists, and the development of management for Canadian tours and artists and tour co-ordination and promotion. Its programs include touring grants, apprenticeship program, Concert Canada program, festival program, and cultural exchange.

The **Visual Arts Section** is responsible for support to visual arts institutions and associations. Its programs include aid to artist-run centres; and exhibition and programming assistance to art galleries; aid to print workshops; Canadian visiting artist program; artists studios in New York, Chalmers fund for the crafts; performance art; special project assistance; and the communications fund.

The Canada Council **Art Bank** purchases contemporary Canadian works of art and rents them to federal government departments and agencies as well as other public institutions and non-profit organizations. It also organizes exhibitions of its collection and occasionally lends works for exhibitions by other institutions.

The **Writing and Publishing Section** is responsible for support to publishing companies, organizations and associations, and for certain programs of support to writers. Its programs include block grants and project grants to book publishers; translation grants; aid to international translation; aid to periodicals; book kits; promotion and distribution of Canadian books and periodicals; promotion tours by authors; public readings program; short-term residencies; National Book Festival; writers-in-residence program; literary prizes and awards; Canada-Scotland writers-in-residence exchange; and grants to national associations of writers, book publishers and periodical publishers.

Manuals

- Canada Council Policies Manual
- Chart of Financial Accounts
- Financial Policies and Procedures Manual
- Human Resources Manual

Additional Information

Requests for further information about the Council and its programs and functions may be directed to:

Communication Services
Canada Council
99 Metcalfe Street
Ottawa, Ontario
K1P 5V8
(613) 237-3400

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Canada Council
99 Metcalfe Street
Ottawa, Ontario
K1P 5V8
(613) 237-3400

Reading Room

The Council's library has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: 99 Metcalfe Street, Ottawa, Ontario.

Classes of Records

CAC/ART-005

Awards and Prizes

Description: Correspondence and case files on the various awards and prize programs operated by the Canada Council. *Topics:* Molson Prizes; Canada Council Medal; Governor General's Awards; Massey Awards; Canadian Broadcasting Corporation and Canada Council Awards for Young Composers; Peter Dwyer Scholarships; Canada Council Translation Prizes; Canadian Broadcasting Corporation and Canada Council Awards for Choirs; Order of Canada; Canada Council Children's Literature Prizes; Canada-French Community of Belgium Literary Prize; Canada-Australia Literary Prize; Jules Léger Prize for New Chamber Music; Victor Martyn Lynch-Staunton Awards; Welsh-Canadian Writers' Exchange; Canada-Scotland Writers-in-Residence; Canada-Switzerland Literary Prize; Healey Willan Prize for Amateur Choirs; Jacqueline Lemieux Prize; Sylva Gelber Foundation Awards; the McLuhan Teleglobe Canada Award; Virginia P. Moore Award; Jean-Marie Beaudet Award; Glenn Gould Prize; Canada-Italy Literary Exchange; J.B.C. Watkins Awards; Gershon Iskowitz Prize; Sir Ernest MacMillan Memorial Scholarship; The Duke and Duchess of York Prize in Photography; Petro-Canada Award for Media Arts; Japan-Canada Award; Ronald J. Thom Design Award; Joseph S. Stauffer Prizes.

CAC/ART-010

Cultural Exchanges

Description: Correspondence and case files on the Canada Council program of cultural exchanges. *Topics:* Program policy; U.S.S.R. cultural exchanges; Czechoslovakia cultural exchanges; cultural exchange conferences with U.S.A.; consultative committee on cultural exchanges program; Canadian Academic Centre in Italy; Interdepartmental Visits Panel; Australia; Bilateral Cultural Consultations with the United Kingdom; Austria; Queen's Fellowships; China Cultural Exchanges; Canadian-Mediterranean Institute; Federal Republic of Germany cultural exchange; Canada-France scientific exchange program; *Cité internationale des arts;* Canadian Cultural Institute in Rome; Institute of Art and Urban Resources, New York; Visiting Foreign Artists Program; *Commission mixte culturelle.*

CAC/ART-015

Arts Division — General File

Description: Correspondence and other information on the Arts Division, but not unique to a specific discipline or section. *Topics:* Policy; arts management and administration courses; appeal procedures; boards of arts organizations; new performing arts policy; Olympics 1976; patronage; Festival Canada; limitation of the number of grants to individuals; 1988 Olympic Games; Expo 86; Twenty Plus Five (Green Paper); Interdisciplinary Project Fund; Atlantic Project Fund; "Big 12" performing arts organizations; multimedia program; joint financing for the arts with business; television; consultant services; conferences, meetings, seminars; Opera Ballet Hall Corporation; Canada-U.S. Free Trade Agreement; arts education in Canada; arts and regionalism.

CAC/ART-020

Special Program of Cultural Initiatives

Description: Correspondence, policy information and other information on the Department of Communications' special program of cultural initiatives.

CAC/AAS-025

Enquiries and Correspondence

Description: General enquiries on eligibility for grants under programs administered by the Arts Awards Service; also general correspondence. *Retrievability:* Files arranged by enquirer.

CANADA COUNCIL

CAC/AAS-030

Arts Grants "A" and "B"

Description: Correspondence, policy and information on the above grants, not related to the actual applications.

CAC/AAS-035

Non-fiction Writing, Travel and Project Cost Grants

Description: Correspondence, policy and information (not related to the actual applications) on the above grants.

CAC/AAS-040

Juries and Assessors

Description: Correspondence and other information on the Canada Council system of peer evaluation which uses juries and assessors. *Topics:* Policy; list of assessors. *Retrievability:* Files arranged by discipline.

CAC/AAS-045

Grants for Representation in International Program Establishment (GRIPE)

Description: Policy file on the establishment and development of what was known as the Grants for International Representation Program.

CAC/AAS-050

Arts Awards Case Files

Description: Case files for all grant and service programs administered by the Arts Awards Service with the exception of certain awards and prizes (see CAC/ART-005) and cultural exchanges (see CAC/ART-010). *Topics:* Arts grants "A" and "B"; non-fiction writing; project grants; travel grants; visiting foreign artists. *Storage Medium:* Computer. *Retrievability:* Files arranged by applicant.

CAC/DAS-055

Dance Programs

Description: Correspondence and information (not related to the actual applications) on the grant and service programs of the Dance Section; also communications fund case files. *Topics:* Policy; dancers' salary fund; grants for training in dance administration; support to presenters of independent dancers and choreographers; guest teachers program; Gulbenkian National Choreographic Summer School; Three Major Ballet Companies Subscription Series; media projects in Dance; communications fund.

CAC/DAS-060

Dance Case Files

Description: Case files for all grant and service programs of the Dance Section with the exception of the communications fund. *Topics:* Operating grants — large companies; operating grants — small companies; services; training creation and diffusion; other grants. *Retrievability:* Files arranged by applicant.

CAC/EXP-065

Correspondence

Description: General correspondence on the activities of the Explorations Program. *Topics:* Routine correspondence — ineligible project proposals, requests for information, requests for application forms.

CAC/EXP-070

Explorations Case Files

Description: Applications to the Explorations Program. *Topics:* Exploration grants — scripts, craft workshops, biographies, slides and related art forms, popular writing, recordings, film, video, and audio experiments, community-based cultural animation projects and local and regional histories. *Retrievability:* Files arranged by applicant.

CAC/MAS-075

Film Programs

Description: Correspondence and information (not related to actual applications) on the film programs of the Media Arts Section; also case files for the communications fund. *Topics:* Policy; film advisory committee; Canadian film internship program; Canadian independent short film showcase; communications fund; film collection. *Retrievability:* Files arranged by subject and, for the communications fund, by applicant.

CAC/MAS-080

Video Programs

Description: Correspondence and information (not related to actual applications) on the video programs of the Media Arts Section; also case files for the communications fund. *Topics:* Policy; colour studio access for artists project; videotape and equipment fund; communications fund. *Retrievability:* Files arranged by subject and, for the communications fund, by applicant.

CAC/MAS-085

Film Case Files

Description: Case files for all film program grants and services of the Media Arts Section, with the exception of the communications fund. *Topics:* Film program — production grants, grants to organizations and special projects. *Retrievability:* Files arranged by applicant.

CAC/MAS-090

Video Case Files

Description: Case files for all video programs and services of the Media Arts Section, with the exception of the communications fund. *Topics:* Video programs — individual grants, groups, tape and equipment fund, production grants, grants to organizations and special projects. *Retrievability:* Files arranged by applicant.

CAC/MUS-095

Music and Opera Programs

Description: Correspondence and information (not related to actual applications) on the grant and service programs of the Music and Opera Section; also case files for the communications fund. *Topics:* Policy; auditions — *Ecole d'art lyrique de Paris*, managerial training program for symphony organizations; choral organizations; national concert bureau; contemporary music festivals; National Music School; aid to Parallel Galleries Program; New Brunswick and symphony concerts; Canada's orchestras and the Canada Council; Association of Canadian Orchestras — policy program; hiring practices of Canadian orchestras; Canadian content of orchestras; community musicians program; air transport of musical instruments; instrument bank; *Opéra au Québec;* commissioning of Canadian composers; communications fund — opera; recording of Canadian music; communications fund — orchestras. *Retrievability:* Files arranged by subject and by applicant, the latter for the Communications Fund, the Instrument Bank and the Aid to Parallel Galleries Program.

CANADA COUNCIL

CAC/MUS-100
Music Case Files
Description: Case files for all grant and service programs of the Music and Opera Section, with the exception of the Communications Fund, the Instrument Bank and the Aid to Parallel Galleries Program. *Topics:* Music program; Canadian music program; artists-in-residence program. *Retrievability:* Files arranged by applicant.

CAC/THS-105
Theatre Programs
Description: Correspondence and information not related to actual applications on the grant and service programs of the Theatre Section; also case files for the communications fund. *Topics:* Policy; playwrighting; theatre for young audiences; Flying Squad Program; Group of Seven theatres fund; playwrights in residence program; production grants to independent theatre artists; Communications Fund; professional development fund. *Retrievability:* Files arranged by subject and, for the Communications Fund and the professional development fund, by application.

CAC/THS-110
Theatre Case Files
Description: Case files for all grant and service programs of the Theatre Section, with the exception of the Communications Fund and the professional development fund. *Topics:* Performing companies program; service organization program; schools and universities program; Travelling Drama Critics Award; special projects. *Retrievability:* Files arranged by applicant.

CAC/TOO-115
Touring Office Programs
Description: Correspondence and information (not related to actual applications) on the programs of the Touring Office.

CAC/TOO-120
Performing Arts Venture Capital Fund
Description: Correspondence, policy and case files on the performing arts venture capital fund, administered by the Touring Office. *Retrievability:* Files arranged by applicant.

CAC/TOO-125
Artists' Directory
Description: Information on booking contacts, organizations, artists and touring activities; technical information, union affiliations and other information required by the Touring Office to produce its service publication, the Artists' Directory. *Topics:* Dance; music; opera and oratorio singers; theatre services; individuals or groups for publication.

CAC/TOO-130
Facilities Directory
Description: Technical specifications, stage plans and other information on performing arts facilities required by the Touring Office to produce its service publication, the Facilities Directory. *Retrievability:* Files arranged by province.

CAC/TOO-135
Service Contracts
Description: Project files containing correspondence, contracts, project reports and other information on service contracts provided by the Touring Office to individuals, for the provision of tour promotion, publicity and co-ordination services to arts organizations. *Retrievability:* Files arranged by project.

CAC/TOO-140
Touring Office Case Files
Description: Case files for all grant programs of the Touring Office with the exception of the performing arts venture capital fund. *Topics:* Touring grants — music, dance, theatre, other; apprenticeships; Concerts Canada; festivals. *Retrievability:* Files arranged by applicant.

CAC/VAS-145
Visual Arts Programs
Description: Correspondence and information (not related to actual applications) on the grant and service programs of the Visual Arts Section; also case files for the visiting artists program and the Communications Fund, the Jean A. Chalmers Fund for the Crafts, special one-time assistance for professional development. *Topics:* Policy; exhibition at the *Akademie der Kunste*, Berlin 1982; import charges and copyright on works of art; studio space for visual artists; crafts program; special purchase awards; Directors' Choice; Sydney Biennial — Australia; *Représentation de l'art canadian contemporain à l'étranger;* private galleries; communications fund; visiting artists program; visiting artists on invitation to China; Sao Paulo Biennial — Brazil; Venice Biennial — Italy. *Retrievability:* Files arranged by subject and, for the visiting artists program, the Communications Fund, the Jean A. Chalmers Fund for the Crafts, and special one-time assistance for professional development, by applicant.

CAC/VAS-150
Case Files
Description: Case files for all grant and service programs of the Visual Arts Section, with the exception of the visiting artists program, the Communications Fund, the Jean A. Chalmers Fund for the Crafts, and special one-time assistance for professional development. *Topics:* Galleries program; other visual arts programs — grants to print workshops, artists-in-residence, special projects. *Retrievability:* Files arranged by applicant.

CAC/ARB-155
Art Bank Programs and Case Files
Description: Correspondence, policy and information on the Art Bank. *Topics:* Advisory selection committee; photography contracts; purchases; insurance; shipping; framing; repairs and restoration; sales of slides; artist's copyright; artist's representatives; large print commission program; Sculpture Park — Ottawa; reproduction slides; Art Bank Gallery; presentations and lectures; art gallery purchases; purchases from artists; rentals to federal government departments; loans to art galleries for exhibitions; rentals to industries and corporations; sales of works; long-term loans to galleries; special purchase assistance; rentals outside the federal mandate; special projects, exhibitions, loans, rentals; Art Bank exhibitions. *Retrievability:* Files arranged by subject for program files and by applicant for case files. All program and case files, except art gallery purchases and purchases from artists, are maintained by the Art Bank. *Special Access Note:* Case files for the purchase program are maintained by the central records management unit.

CAC/WPS-160
Writing and Publishing Programs
Description: Correspondence and information (not related to actual applications) on the grant and service programs, other than literary

awards, prizes and cultural exchanges of the Writing and Publishing Section; includes the case files of the book purchase and donation program. *Topics:* Policy; *oeuvres de Robert Elie; programme de promotion des prix littéraires;* aid to translation program; criticisms on literary grants; National Book Festival; national translation program; international translation program; public readings program; compensation for library use; book promotion and distribution; book purchase program; literary and arts periodicals; promotion tours for authors; publishers' promotion fund; literary prize purchase; payment for public use. *Retrievability:* Files arranged by subject and by applicant, the latter for the Book Purchase and Donation Program, the Book Publishers, Promotion Fund, and the literary prize purchase.

CAC/WPS-165
Writing and Publishing Case Files
Description: Case files for all grant and service programs of the Writing and Publishing Section, with the exception of the book purchase and donation program, literary prizes and awards and the literary cultural exchanges. *Topics:* Books program; promotion and distribution program; writer-in-residence program; associations program; conferences and research program; other programs. *Retrievability:* Files arranged by applicant.

CAC/MAS-170
Media Arts Programs (New)
Description: Correspondence and information (not related to actual applications) on the grant and service programs of the Media Arts Section; case files for the Communications Fund; Visiting Artist/Workshop programs. *Topics:* Policy; Media Arts Distribution/Broadcast Program. *Retrievability:* Files arranged by subject and, for the Communications Fund and the Visiting Artist/Workshop programs, by applicant.

CAC/MAS-175
Media Arts Case Files (New)
Description: Case files for all grant and service programs of the Media Arts Section, with the exception of the Communications Fund and the Visiting Artist Workshop programs. *Topics:* Computer integrated media. *Retrievability:* Files arranged by applicant.

CANADA COUNCIL

CANADA COUNCIL
(CAC)

ARTS DIVISION
(ART)

005 Awards and Prizes
010 Cultural Exchanges
015 Arts Division — General File
020 Special Program of Cultural Initiatives

ARTS AWARDS SERVICE
(AAS)

025 Enquiries and Correspondence
030 Arts Grants "A" and "B"
035 Non-fiction Writing, Travel and Project Cost Grants
040 Juries and Assessors
045 Grants for Representation in International Program Establishment (GRIPE)
050 Arts Awards Case Files

DANCE SECTION
(DAS)

055 Dance Programs
060 Dance Case Files

EXPLORATIONS PROGRAM
(EXP)

065 Correspondence
070 Explorations Case Files

MEDIA ARTS SECTION
(MAS)

075 Film Programs
080 Video Programs
085 Film Case Files
090 Video Case Files
170 Media Arts Programs
175 Media Arts Case Files

MUSIC AND OPERA SECTION
(MUS)

095 Music and Opera Programs
100 Music Case Files

THEATRE SECTION
(THS)

105 Theatre Programs
110 Theatre Case Files

TOURING OFFICE
(TOO)

115 Touring Office Programs
120 Performing Arts Venture Capital Fund
125 Artists' Directory
130 Facilities Directory
135 Service Contracts
140 Touring Office Case Files

CANADA COUNCIL

VISUAL ARTS SECTION
(VAS)

145 Visual Arts Programs
150 Case Files

ART BANK
(ARB)

155 Art Bank Programs and Case Files

WRITING AND PUBLISHING SECTION
(WPS)

160 Writing and Publishing Programs
165 Writing and Publishing Case Files

ACCESS TO INFORMATION
CO-ORDINATOR
CANADA COUNCIL
99 METCALFE STREET
OTTAWA, ONTARIO
K1P 5V8

Chapter 7

CANADA DEPOSIT INSURANCE CORPORATION

A. GENERAL INFORMATION

Historical Background

The Canada Deposit Insurance Corporation (CDIC) was established in 1967 by the *Canada Deposit Insurance Corporation Act*.

Responsibilities

The Corporation's primary role is to provide insurance, for the benefit of persons having deposits in a bank, trust or loan company, against the loss of all or part of their deposits to a maximum of $60,000 in the event of the failure of the member institution concerned.

The Corporation's secondary role includes examining the affairs of member institutions in order to obtain information for deposit insurance purposes (under legislation, the examination of member institutions is the responsibility of the Office of the Superintendent of Financial Institutions); acting as lender of last resort to provide short-term liquidation loans under specified authority; managing the acquired assets of member institutions and reducing the risk of loss to the Corporation by guaranteeing loans or deposits with a member institution. In addition, the Corporation acts as curator of a bank, or liquidator or receiver of a member institution; and manages, monitors and invests a deposit insurance fund and other funds accumulated from the operations of the Corporation.

Legislation

- Canada Deposit Insurance Corporation Act
- Canada Deposit Insurance Corporation General By-Law
- Co-operative Credit Associations Act
- Investment Companies Act
- Part X of the Financial Administration Act

Organizational Units and their Role

Legal Services

The Legal Services unit is responsible for providing legal counsel and advice in all legal matters affecting the Corporation. It also performs administrative duties assigned to it by the Board of Directors.

Internal Audit

The Internal Audit unit is responsible for an independent examination and review of internal controls, policies and procedures; systems and practices; their application; and the extent to which they protect the interests of the Corporation. The internal auditor develops and maintains this function in accordance with provisions related to Crown corporations as outlined in the *Financial Administration Act*.

Public Relations

The priority mandate of this unit is to formulate and develop communication policies that will enable it to support and establish the priorities, policies, programs and activities of the Corporation. It must also communicate those policies to member institutions and the general public.

Human Resources

The Human Resources Department is responsible for administering the Corporation's Human Resource Program and for co-ordinating related activities such as staffing, pay and benefits, training and development, counselling and the application of the Program's policies and procedures in a standard and consistent manner.

Information Systems

This unit is responsible for the development and the implementation of new applications and for the operation and maintenance of existing systems. All aspects of office automation and all computer systems fall under this unit.

Insurance and Risk Assessment

This unit's main responsibility is for the effective operation of the insurance, member relations and risk assessment functions of the Corporation. It is also responsible for developing and establishing standards of sound business and financial practices, and determining practices that warrant a premium increase.

Field Operations — Intervention

This department's primary functions are to develop systems and procedures for the conduct of intervention, and to manage the operations of a number of member accounts.

Operations

This unit is mainly responsible for the management and the administration of operations in the Ottawa and Toronto offices; for the co-ordination of the activities of the Real Estate Advisory Committee and the Credit Committee; for the development of all corporate plans, budgets, and reports; and for the management of the Corporation's finances and accounting services.

Manuals

- Annual Report
- Information Brochure
- List of Member Institutions

CANADA DEPOSIT INSURANCE CORPORATION

Additional Information

Requests for further information about the Corporation may be directed to:

Public Relations Services
Canada Deposit Insurance Corporation
22nd Floor
320 Queen Street
P.O. Box 2340, Station D
Ottawa, Ontario
K1P 5W5
(613) 996-2081

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Canada Deposit Insurance Corporation
22nd Floor
320 Queen Street
P.O. Box 2340, Station D
Ottawa, Ontario
K1P 5W5

Reading Room

In accordance with section 71 of the *Access to Information Act*, a reading room is available. The address is: Place de Ville, Tower A, 320 Queen Street, 22nd Floor, Ottawa, Ontario.

Classes of Records

CDI/IRA-040
Member Institutions — Relations
Description: This class of records includes subjects relating to the ongoing relations with members, the monitoring of the financial status of members and, in the case of members in financial difficulty, the investigation of alternatives to liquidation, i.e., liquidity loans, mergers, changes in management, etc. *Topics:* Applications for membership; policies and certificates of membership; Borrowing and Lending Guidelines; premium administration and regulatory reports.

CDI/IRA-045
Member Institutions — Monitoring
Description: This class of records includes subjects relating to the monitoring of operations of members and the assessment of risk to the Corporation. *Topics:* Complaints; financial statements; regulatory reports; and the use of marks and signs in advertisements and on investment instruments.

CDI/FOI-050 *Formerly identified as:* CDI/IRA-050
Member Institutions — Intervention
Description: This class of records pertains to the intervention required when a member institution becomes insolvent, i.e., appointment of agents, wind-up process, payments to depositors, liquidation of assets and final dissolution. *Topics:* Agreements; disposal of assets; financial statements; loans; litigation; meetings; payments to depositors; and reports.

CDI/PRH-055
Enquiries
Description: This class of records includes correspondence relating to enquiries and queries from depositors or the general public. *Topics:* Generally related to deposit insurance limits and insurability of deposits.

CDI/LSS-902
Acts and Legislation
Description: See Standard Classes of Records.

CDI/OPE-903
Administration and Management Services
Description: See Standard Classes of Records.

CDI/OPE-905
Building and Properties
Description: See Standard Classes of Records.

CDI/OPE-909
Equipment and Supplies
Description: See Standard Classes of Records.

CDI/OPE-911
Office Appliances
Description: See Standard Classes of Records.

CDI/OPE-912
Procurement
Description: See Standard Classes of Records.

CDI/OPE-914
Finance
Description: See Standard Classes of Records.

CDI/OPE-915
Accounts and Accounting
Description: See Standard Classes of Records.

CDI/IAS-916
Audits
Description: See Standard Classes of Records.

CDI/OPE-917
Budgets
Description: See Standard Classes of Records.

CDI/HRS-918 *Formerly identified as:* CDI/PRH-918
Personnel
Description: See Standard Classes of Records.

CDI/HRS-919 *Formerly identified as:* CDI/PRH-919
Classification of Positions
Description: See Standard Classes of Records.

CDI/HRS-920 *Formerly identified as:* CDI/PRH-920
Employment and Staffing
Description: See Standard Classes of Records.

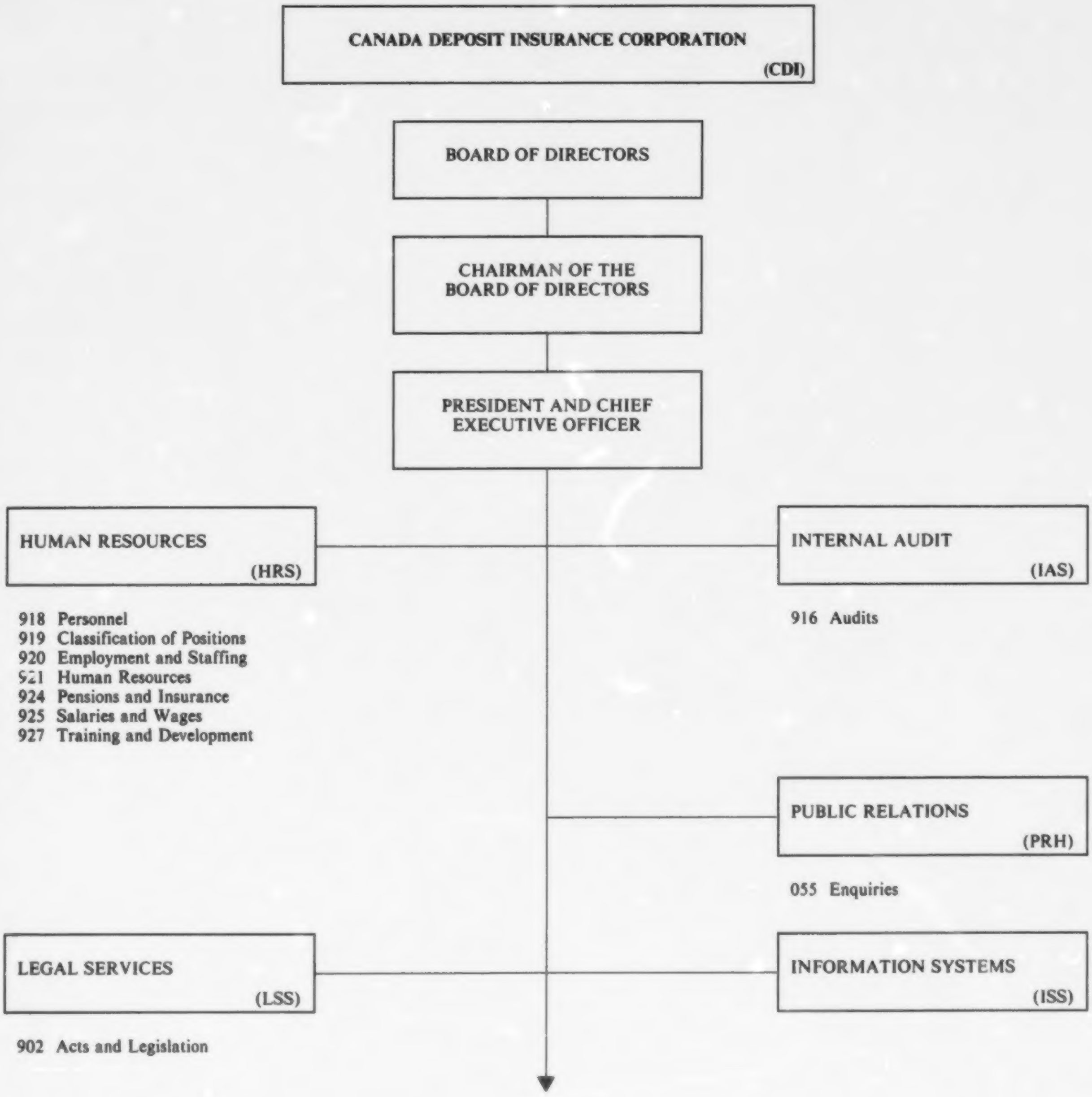
CDI/HRS-921 *Formerly identified as:* CDI/PRH-921
Human Resources
Description: See Standard Classes of Records.

CDI/HRS-924 *Formerly identified as:* CDI/PRH-924
Pensions and Insurance
Description: See Standard Classes of Records.

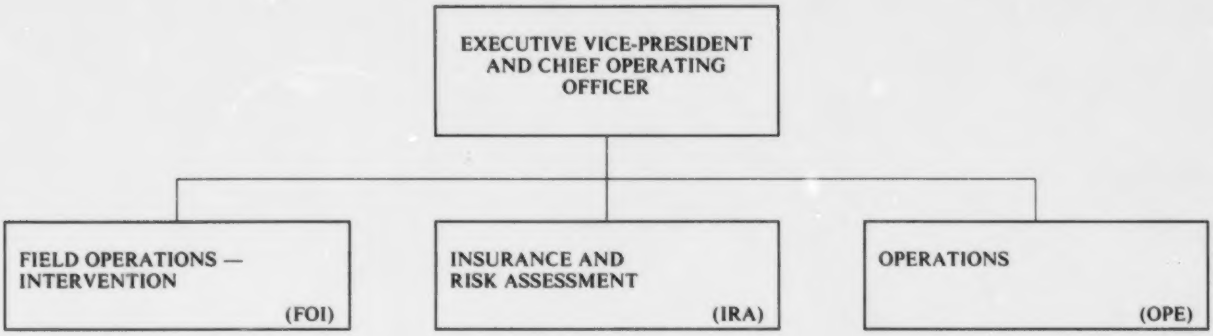
CDI/HRS-925 *Formerly identified as:* CDI/PRH-925
Salaries and Wages
Description: See Standard Classes of Records.

CDI/HRS-927 *Formerly identified as:* CDI/PRH-927
Training and Development
Description: See Standard Classes of Records.

CANADA DEPOSIT INSURANCE CORPORATION



CANADA DEPOSIT INSURANCE CORPORATION


EXECUTIVE VICE-PRESIDENT AND CHIEF OPERATING OFFICER
FIELD OPERATIONS — INTERVENTION
(FOI)
INSURANCE AND RISK ASSESSMENT
(IRA)
OPERATIONS
(OPE)

050	Member Institutions — Intervention

040	Member Institutions — Relations
045	Member Institutions — Monitoring

903	Administration and Management Services
905	Buildings and Properties
909	Equipment and Supplies
911	Office Appliances
912	Procurement
914	Finance
915	Accounts and Accounting
917	Budgets

ACCESS TO INFORMATION
CO-ORDINATOR
CANADA DEPOSIT INSURANCE
CORPORATION
22nd FLOOR
320 QUEEN STREET
P.O. BOX 2340, STATION D
OTTAWA, ONTARIO
K1P 5W5

Chapter 8

CANADA LABOUR RELATIONS BOARD

A. GENERAL INFORMATION

Historical Background

The Canada Labour Relations Board (CLRB) was established in 1972 by the amended *Canada Labour Code* (R.S.C. 1970, chapter L-1 as amended by S.C. 1972, chapter 18) and became effective March 1, 1973.

Responsibilities

The Board's responsibility is two-fold: to grant, modify and terminate bargaining rights; and to resolve, through mediation or adjudication, complaints of unfair labour practice concerning violations of the Code by trade unions or employers. On finding a violation of the Code, the Board is empowered to order reinstatement and compensation where appropriate. It is also empowered, upon application, to order employees to return to work in cases of illegal work stoppages and to attempt to resolve or adjudicate, where necessary, various other types of disputes that may arise under Part I of the Code.

Legislation

- Canada Labour Code (Parts I and II)
- Canada Labour Relations Board Regulations, 1978, SOR 78-499

Organizational Units and their Role

The Board has a single program consisting of the administration and interpretation of certain sections of Part I and Part II of *Canada Labour Code*. It is supported in this activity by investigation and mediation staff in offices located in Dartmouth, Montreal, Toronto, Winnipeg and Vancouver, as well as at its headquarters in Ottawa.

Additional Information

Requests for further information about the Board and its various programs and functions may be directed to:

Head Office

C.D. Howe Building
240 Sparks Street, 4th Floor West
Ottawa, Ontario
K1A 0X8
(613) 996-9466
Telex: 053-4426

Quebec Region

Guy Favreau Complex
200 René-Lévesque Boulevard West
Suite 1202 — East Tower
Montreal, Quebec
H2Z 1X4
(514) 283-3258

Ontario Region

4th Floor, 350 Bay Street
Toronto, Ontario
M5H 2S6
(416) 973-3782

Western Region

800 Burrard Street, Suite 1600
Vancouver, British Columbia
V6Z 2G7
(604) 666-6001

Central Region

One Lakeview Square
Suite 300
155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
(204) 983-3145

Atlantic Region

Queen Square
6th Floor
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N6
(902) 426-7068

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Canada Labour Relations Board
240 Sparks Street, 4th Floor West
Ottawa, Ontario
K1A 0X8
(613) 996-9466

Reading Room

The Board's library has been designated under section 71 of the *Access to Information Act* as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: C.D. Howe Building, 240 Sparks Street, 4th Floor West, Ottawa, Ontario.

Classes of Records

CLR/OPS-005

Acquisition and Termination of Bargaining Rights

Description: Case files concerning the acquisition by trade unions of the right to bargain collectively on behalf of employees in the federal jurisdiction, through certification as bargaining agent or by way of successor rights, and the termination of bargaining rights. *Topics:* Application for certification; application for declaration of single employer; application for revocation of certification; application for declaration of successor rights; application for declaration of sale of business; application for access to employer's premises for the purpose of soliciting union membership.

CLR/OPS-010

Complaints of Unfair Labour Practice

Description: Complaints by persons or organizations that an employer, a trade union or a person has violated or failed to comply with provisions of the *Canada Labour Code*, Part I (Industrial Relations). *Topics:* Complaints related to failure to bargain in good faith, interference with the bargaining rights of a bargaining agent and changing of conditions of employment without the consent of the bargaining agent during the prescribed bargaining period; complaints alleging offences by employers such as interference with the formation or administration of a union or the representation of employees by a trade union, or discrimination against employees for union membership, union activity or the exercise of their rights under the Code; complaints alleging violations by trade unions such as trying to force an employer to bargain collectively in respect of employees for whom the union is not the bargaining agent, bargaining with an employer in respect of employees with the knowledge that another organization is the actual bargaining agent, interference in the formation or administration of an employer's organization, unauthorized soliciting of employees during their working hours at their place of employment, requiring the termination of an employee for loss of union membership unless that loss of membership is the result of failure to pay the required union fees, the application of membership rules or disciplinary procedures in a discriminatory manner, and discriminating against a person in matters related to employment or union membership because a person has exercised certain rights or fulfilled specified obligations under the Code; complaints alleging failure of a trade union to represent fairly all employees in the bargaining unit, or failure to establish rules for the referral of members to employment and apply the rules fairly, and alleging failure of a trade union to provide certified financial statements of its affairs to the end of its last fiscal year to any of its members free of charge.

CLR/OPS-015

Unlawful Work Stoppage

Description: Applications by an employer (in the case of a strike) or by a trade union (in the case of a lockout) for a declaration that the work stoppage is unlawful and for an order returning employees to work. *Topics:* Applications concerning unlawful strikes; applications in cases of unlawful lockout.

CLR/OPS-020

Safety of Employees

Description: Complaints by employees either alleging that their employer has imposed a penalty on them because they refused to work in accordance with their rights under Part II of the *Canada Labour Code* (Refusal to Work because of a Dangerous Situation, or requesting the Board to review a safety officer's decision concerning a refusal to work on grounds of a dangerous situation).

CLR/OPS-025

Review and Enforcement of Orders

Description: Applications to amend or rescind previous Board decisions or to reconsider previous decisions; requests to file Board orders in the federal court to give them the weight of an Order of the Court; or applications for the written consent of the Board to prosecute an offence under the *Canada Labour Code*. *Topics:* Application for review; filing of Board order in court; consent to prosecute.

CLR/OPS-030

Collective Bargaining and Collective Agreements

Description: Applications concerning the existence of disputed collective agreements or the identification of parties bound by a collective agreement; applications concerning the failure of an employer to comply with obligations under a collective agreement respecting any proposed technological change; applications for permission to give the employer notice to begin collective bargaining following a notice of technological change; references from the Minister of Labour directing the Board to inquire into disputes related to the settlement of first collective agreements, and to impose a first agreement on the parties if necessary; applications by individuals who, because of religious beliefs, object to joining a trade union or to paying regular union dues to a trade union (The Board may allow an exception for such individuals, directing the amount normally paid for regular union dues to a registered charity chosen by the employee and the union.); applications by parties to a collective agreement to serve notice to bargain following the establishment of a portion of the public service as a Crown corporation and following certain determinations by the Board as to whether the agreement will remain in force, the expiration date if it does remain in force, whether the employees concerned constitute one or more units appropriate for collective bargaining, and which trade union shall be the bargaining agent for each unit. *Topics:* Determination of the existence of a collective agreement; revision of terms of collective agreement; technological change; leave to serve notice to bargain concerning technological change; provision of first agreement; religious objections; portion of the public service established as Crown corporation.

CLR/OPS-035

Change of Terms and Conditions of Employment

Description: Application by employers under federal jurisdiction for permission to alter the rates of pay, or any other terms or conditions of employment, or any rights or privileges of employees who are the subject of an application by a trade union to represent the employees in collective bargaining.

CANADA LABOUR RELATIONS BOARD

CANADA LABOUR RELATIONS BOARD
(CLR)

OPERATIONS
(OPS)

005 Acquisition and Termination of Bargaining Rights
010 Complaints of Unfair Labour Practice
015 Unlawful Work Stoppage
020 Safety of Employees
025 Review and Enforcement of Orders
030 Collective Bargaining and Collective Agreements
035 Change of Terms and Conditions of Employment

ACCESS TO INFORMATION
CO-ORDINATOR
CANADA LABOUR RELATIONS BOARD
240 SPARKS STREET, 4th FLOOR WEST
OTTAWA, ONTARIO
K1A 0X8

Chapter 9

CANADA LANDS COMPANY LIMITED

Historical Background

The Canada Lands Company Limited has, by virtue of its letters patent of incorporation, the power to acquire, purchase, lease, hold, improve, manage, exchange, sell, turn to account or otherwise deal in or dispose of real or personal property or an interest therein. However, it has been used only to hold certain leasehold interests in one property in London, England, and two properties on Indian reserves in Canada. The Corporation is also the sole or majority shareholder in four subsidiary corporations.

Organizational Units and their Role

The Canada Lands Company Limited has no staff or budget. Its three directors are employees of Public Works Canada.

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Canada Lands Company Limited
Sir Charles Tupper Building
Room C-221, Riverside Drive
Ottawa, Ontario
K1A 0M2
(613) 998-9208

Chapter 10

CANADA MORTGAGE AND HOUSING CORPORATION

A. GENERAL INFORMATION

Historical Background

The Canada Mortgage and Housing Corporation (CMHC) was incorporated as a Crown corporation on 1 January 1946 by the *Canada Mortgage and Housing Corporation Act*, with the authority to act for the Government of Canada in all matters prescribed under the Housing Acts, principally the *National Housing Act* (NHA) and Regulations.

Responsibilities

CMHC's purpose, as embodied in the *National Housing Act*, is to promote the construction of new houses, the repair and the modernization of existing housing, and the improvement of housing and living conditions. In addition, the CMHC, through the Act, assists in furthering the Government's social policy objectives.

Legislation

- Canada Mortgage and Housing Corporation Act
- Financial Administration Act
- National Housing Act and Regulations

Organizational Units and their Role

Public Affairs and Corporate Secretariat

The Corporate Secretariat consists of the Public Affairs Centre, the Board and Committees Office and the Association Relations Office. The Secretariat maintains regular contact with the Corporation's Board of Directors and housing associations. In addition, it manages the Corporation's decision-making process, records decisions of CMHC Management and the Board of Directors, and acts as custodian of the Corporate seal, minute-books, by-laws, etc.

The **Public Affairs Centre** answers questions from the press and the public about CMHC activities and programs, distributes publications, issues news releases and markets CMHC programs and services.

Policy, Research and Programs Sector

This sector consists of Land Management, Programs, Research Division, Strategic Planning and Policy Development Division, Project Implementation Division, Statistical Services Division, Program Evaluation Division, and International Relations Unit. It is responsible for Part IX of the *National Housing Act*, under which CMHC has a mandate to undertake and support research into housing conditions and the adequacy of existing accommodation and community planning, and to disseminate the results to consumers, industry, governments and others.

Insurance and Asset Administration Sector

This sector is responsible for the operation of the CMHC mortgage insurance program, the administration of Corporation-owned mortgages, for the disposal of all categories of real estate assets and for providing technical support through consultation and advisory services. It consists of the following:

The **Asset Management Directorate** administers Corporation-owned mortgages and housing subsidy programs. It monitors and evaluates activity and is responsible for the prevention and the settlement of claims against the Mortgage Insurance Fund (MIF). In addition, it develops guidelines for the administration and disposal of all categories of real estate assets. It monitors and evaluates property management and marketing activities.

The **Underwriting Division** takes a lead role in the insurance program and is comprised of three groups: Underwriting Operations, Business Planning and Risk Management, and Client Development and Services. These responsibilities encompass policy development and implementation of the program, marketing and business strategies, actuarial analysis of the Mortgage Insurance Fund, and management of the Approved Lender Network. The Division is also responsible, with the Mortgage-Backed Securities Centre, for policy development aspects of Mortgage-Backed Securities operations.

The **Professional Standards Division** provides professional and technical support for CMHC program operations and field offices through consultation and advisory services. It advises on appraisal, landscape architecture, engineering, inspection, housing design, building technology, technical drafting services and metric policies.

Corporate Resources Sector

This sector is responsible for the policies, procedures, standards and administration of the entire sphere of human resources and management, the business systems required to support the operational needs of the Corporation and the financial processes related to the Corporate business strategy. It includes Human Resources, Corporate General Counsel, Legal Division, Administration, Finance and the Management Information Services Directorate.

Manuals

- Administration Guide for NHA Insured Mortgage Loans
- Approved Lender's Handbook
- CMHC General Management Structure
- CMHC Guidelines and Procedures Manual (32 volumes)
- CMHC Publications Catalogue (NHA 5006)
- Computer Centre Users' Guide
- Counselling Handbook—Homeownership
- External Research Program Guidelines
- Graduate Scholarships Program Guidelines
- Housing Technology Incentives Program Application Guidelines
- Instrument of Delegation of Financial Signing Authorities
- Management Information Services Practices
- Mortgage-Backed Securities
- National Housing Act Loan Insurance Handbook
- Pension Fund Handbook

- Pension Fund Operations Manual
- Portfolio Management Training Manual for Mortgage Administration
- Professional Standards
- Rural Residential Rehabilitation Assistance Program (RRAP)
- Security of Information Classification Guide
- Subject Classification Guide

Additional Information

Requests for further information about the Corporation and its activities, programs and publications may be obtained from:

Public Affairs Centre
Canada Mortgage and Housing Corporation
1410 Blair Road, Blair Place
Gloucester, Ontario
K1A 0P7
(613) 748-4639
Facsimile: (613) 748-3332

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Canada Mortgage and Housing Corporation
National Office
682 Montreal Road
Ottawa, Ontario
K1A 0P7
(613) 748-2843

Reading Room

The CMHC library has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The library's address is: Canadian Housing Information Centre, 682 Montreal Road, Ottawa, Ontario. Additional reading rooms are available at each Regional and Branch Office.

Classes of Records

CMH/PSO-050
Federal-Provincial Housing
Description: Information on federal-provincial interdepartmental agreements, and other intergovernmental contractual agreements; Information on the costs of public housing projects shared by federal-provincial partnership and provincially leased. *Topics:* Federal-provincial public housing agreements; rural and native housing agreements; miscellaneous agreements under various sections of the *National Housing Act*; interdepartmental agreements; management of projects; inspections; rental scale study; rent supplement program; CMHC subsidies; individual public housing projects. *Retrievability:* Files arranged by province, municipality and project.

CMH/PSO-051
Emergency Repair Program
Description: Information on the program which provides funds to clients living in housing that has serious health and safety hazards. *Topics:* Funding; repairs; native status; location. *Retrievability:* By province and by individual files.

CMH/PSO-055
Non-Profit and Co-operative Housing
Description: Information on provincial, municipal and private non-profit corporations operating rental housing projects for persons of low and moderate income, and co-operatives providing housing for their low- and moderate-income members. *Topics:* Federal-provincial agreements; subsidy assistance; monitoring and advertising; rental scales; charter approval; unit sales, sales tax rebates and exemptions; annual reporting; construction management and rehabilitation; housing acquisition techniques; insured loans; land lease; rural and urban native housing; proposal development funding; CROP. *Storage Medium:* Insured loans on microfilm. *Retrievability:* Loan files arranged by province and locality as well as by loan files. The Residential Rehabilitation Assistance Program (RRAP) was terminated 31 December 1985.

CMH/PSO-060
Rural and Native Housing
Description: Studies and training in support of rural and native housing programs. *Topics:* Rural and Native Housing Task Force; native housing policy proposals; non-status Indian construction companies; information about sustaining grants; Rural and Native Housing Secondment Program, and training plans. *Retrievability:* Files arranged by province.

CMH/LMD-075 *Formerly identified as:* CMH/PSO-075
Municipal Infrastructure
Description: Information on loans and grants provided to municipal authorities for water and sewage treatment systems and related studies. *Topics:* Individual loan and grant applications; federal-provincial joint committees; program monitoring; regional sewerage and water plan studies. *Retrievability:* Statistical information arranged by province and municipality. This program was terminated in April, 1980.

CMH/LMD-080 *Formerly identified as:* CMH/PSO-080
Municipal Incentive Grants
Description: Information on the encouragement of municipalities to develop land for modest-size, medium density housing units. *Topics:* Policy, procedures and enquiries; individual municipalities' requests for payments. *Retrievability:* Statistical information arranged by province and municipality. This program was terminated December 31st, 1978.

CMH/LMD-085 *Formerly identified as:* CMH/PSO-085
Land
Description: Information on federal contributions and loans to municipalities and provincial agencies, sometimes in partnership with CMHC, to acquire and develop an adequate supply of serviced residential land for high-standard residential development; public and private land development programs and public land assembly. *Topics:* Improvement of urban settings, Land Assembly loans; CMHC-owned

lands; market and feasibility analyses; financial viability; land disposal and leasing; policy research; representation on Treasury Board Advisory Committee on Federal Land Management. *Retrievability:* Files arranged by project, province and municipality.

CMH/PSO-090
Neighbourhood Improvement Program (NIP) and Residential Rehabilitation Assistance Program (RRAP)
Description: Information on the administration and delivery of the Neighbourhood Improvement and Residential Rehabilitation programs. *Topics:* Inter-program impact; program development; property inventory; training seminars; rehabilitation standards; conversion studies; and renovations for the disabled. *Storage Medium:* EDP Systems. *Retrievability:* Neighbourhood Improvement Program information is arranged by municipality and neighbourhood; Residential Rehabilitation Assistance Program, by individual case loan. NIP was terminated December 31st, 1984.

CMH/PSO-095
Canada Home Renovation Plan (CHRP)
Description: Information on the administration and monitoring of the Canada Home Renovation Plan. *Topics:* Regulations — eligible areas, properties, property standards; financing and security; CMHC agents; applications and loan process; program interfaces; inspection requirements. *Storage Medium:* EDP systems. *Retrievability:* Individual loan case files. Program was terminated 12 July 1983.

CMH/PSO-100
Rehabilitation Skills Training Course (RSTC)
Program terminated December 31, 1984.

CMH/IAA-105
Underwriting
Description: Correspondence and documents on the analysis, monitoring and evaluation of loans, mortgages and guarantees. *Topics:* Simplification of mortgage forms; claims risks and forecasts; underwriting policies and procedures; loan regulations; mortgage loan underwriting training; new developments in the mortgage insurance market; loan acquisition review; NHA Mortgage-Backed Securities Program; various types of mortgages. *Storage Medium:* EDP system. *Retrievability:* Files arranged by loan case file.

CMH/IAA-115
Mortgage Administration
Description: Policy and correspondence on administration, monitoring and evaluation of loan activity under the *National Housing Act*. *Topics:* Mortgage documents; taxes; loan advances; statement of accounts; loan amortization and repayment; assistance reviews; rental reviews; mortgage renewals; mortgage sales; non-amortization of accounts; re-amortization of accounts; discharges; partial discharges; easements. *Retrievability:* Files arranged by loan case file.

CMH/IAA-120
Default Management
Description: Correspondence and information on the control of approved lenders' and CMHC direct-insured loans in arrears. *Topics:* Interventions to salvage projects; approved lenders' arrears reports; correspondence with approved lenders and CMHC field offices; monthly statistical arrears reports; transcript of accounts for centralized CMHC direct-insured loans.*Storage Medium:* Individual loan files are partly on EDP; transcript of accounts are on microfilm. *Retrievability:* Arrears reports arranged chronologically by lender.

CMH/IAA-125
Insurance Claims
Description: Information on insurance claims and documentation of individual claims against the Mortgage Insurance Fund. *Topics:* Individual insurance claim files; claim form; title documents, and other supporting documents such as transcript of mortgage account, copies of invoices, etc. *Retrievability:* Files are arranged by docket.

CMH/IAA-130
Home Improvement Loan Insurance Fund
Description: Administration of the Home Improvement Loans Fund. *Topics:* Lenders' reports of outstanding loans; bad debt collection reports; ledger cards (bad debts); contingent liability register. *Retrievability:* By lender and borrower.

CMH/IAA-135
Interest Deferral (program terminated)
Description: Information on the application for and approval of assistance for mortgage renewal by interest deferral. *Topics:* Applications; approvals; deferral arrangements; statements of account; termination of assistance; arrears reporting; retroactivity; applicant files, including certification by lender and application forms. *Retrievability:* Files arranged by individual, certification number and Canada Mortgage Renewal Plan (CMRP) number. Program terminated December 31, 1983. Files will be retained until 1992.

CMH/IAA-140
Grant Assistance (program terminated)
Description: Information on grant assistance under the Canadian Homeownership Stimulation Plan and the Canada Mortgage Renewal Plan. *Topics:* Applications; grant assistance; termination of assistance; statement of accounts; program statistical and analytical reports; applicant files, including the certification by the lender and the application. *Retrievability:* Grant case files arranged by individual. Programs terminated December 31, 1983. Files will be kept until December 31, 1993.

CMH/IAA-160
Mortgage Rate Protection Program
Description: Documentation for administration of Mortgage Rate Protection Program (MRPP). *Topics:* Lender certification, claims application; benefit payment record; statistical and analytical reports. *Retrievability:* The files are arranged by individual, lender certification number and MRPP number.

CMH/IAA-165
Housing Design
Description: Information on standards, guidelines, graphics, and presentations. *Topics:* Site planning; federal-provincial housing plans; audio-visuals on landscape; design for emergency accommodation; care facilities for the elderly. *Retrievability:* Files arranged by project.

CMH/IAA-170
Housing Technology
Description: Information on technical and engineering services necessary to meet the current program delivery needs and objectives. *Topics:* Technical builders' bulletins; CMHC-prescribed standards of construction; Residential Rehabilitation Assistance Program monitoring.

CANADA MORTGAGE AND HOUSING CORPORATION

CMH/IAA-175

Appraisals

Description: Correspondence and information on appraisal support services for CMHC program operations. *Topics:* Monitoring and evaluation of projects, maximum unit prices, land values and land services costs, monitoring basic rates; mobile homes; rehabilitation procedures and costs; appraisal training and workshops. *Retrievability:* Files arranged by project.

CMH/PDR-180

Research and Development Projects and Activities

Description: Information on research and development projects, activities and plans, and the distribution of resulting information. *Topics:* Housing demand and the need for housing assistance; housing finance, mortgage and capital markets; housing supply, distribution; liaison and communication activities with consumers, agencies and industries; research and activity plans and support. *Retrievability:* By subject area and/or contractor.

CMH/PDR-185

External Research

Description: Information and correspondence on grants in support of advanced research in the social, economic, legislative, environmental, physical or administrative aspects of housing. *Topics:* Applications; advertising; awards committee; yearly program planning. *Retrievability:* Files arranged by applicant.

CMH/PDR-190

Scholarships

Description: Information and correspondence on the provision of graduate scholarships in support of advanced education in housing and community planning. *Topics:* Applications; advertising; awards committee; program planning. *Retrievability:* Files arranged by applicant.

CMH/PDR-195

Housing Advisory Documents

Description: Information on research and development of community and building standards and guidelines. *Topics:* Site planning; noise; grading and landscaping; insulation; internal space in dwellings; condensation, ventilation, vapour barriers and air quality; windows, doors, walls and floors; moveable insulating devices; mobile homes; nursing homes; septic tanks; radon gas; wood foundations; fire ratings; wood framing techniques; shell housing; log houses; density of housing; leisure facilities; parking; facilities for disabled and elderly; housing access. *Retrievability:* By subject.

CMH/PDR-200

Housing Technology Incentives

Description: Information on contributions to developers, etc., to pay for developing and testing innovative ideas and products. *Topics:* Program enquiries; objectives and priorities; lists of associations and memberships; consultations; project applications; drawings; contracts; project payments; evaluation reports; selection committee. *Retrievability:* Files arranged by year and individual application. Applications for access are subject to third party intervention.

CMH/PDR-220

Community Services Contribution Program

Program was terminated in 1984.

CMH/PDR-225

Program Evaluation

Description: Information relating to the development of CMHC five-year program evaluation plans. *Topics:* Public housing tenant surveys; non-profit and co-operative housing; social housing; rent supplement; rural and native housing; Residential Rehabilitation Assistance Program (RRAP); rental market program mortgage insurance; Canadian Home Ownership Stimulation Plan (CHOSP); Canada Home Renovation Plan (CHRP); Federal Housing Action Program (FHAP); Assisted Home Ownership Program (AHOP). *Retrievability:* Arranged by subject area.

CMH/PDR-230

Housing Survey Data

Description: Data acquired through regular Corporation surveys or from Statistics Canada reports. *Topics:* Conventional lending, housing starts and completions; market absorption; apartment vacancies and rents; census and ad hoc survey information. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by geographic location and survey.

CMH/PDR-235

Demonstration Projects

Description: Information on specific projects undertaken to test the feasibility and cost of particular new and alternative housing designs and concepts. *Topics:* Submissions and briefs; feasibility studies; planning and design; agreements; selection of consultants; contracts. *Retrievability:* By project or activity.

CMH/PDR-236

Rural and Native Demonstration Program

Description: This program will involve the administration and delivery of approximately 500 demonstration housing units over the next 5-year period. *Topics:* Correspondence; executed contracts; tender documentation and general information about the program's objectives and approval process. *Retrievability:* Retrievable by project or activity.

CMH/PDR-305 *Formerly identified as:* CMH/CSS-305

Housing Authorities

Description: Information on the formation of housing authorities and appointment of members to boards responsible for administering federal-provincial low-rental housing projects. *Topics:* Federal representatives to nominating committees; formation of housing authority boards and membership; federal representatives on boards. *Retrievability:* Files arranged by municipality.

CMH/PDR-310

International Housing

Description: International agreements and correspondence on bilateral and multilateral housing issues. *Topics:* Organization for Economic Co-operation and Development (OECD); United Nations and regional economic commissions; major UN conferences; international governmental and non-governmental organizations; special international projects; international involvement of provinces and territories. *Retrievability:* Files arranged by international organization and country.

CMH/IAA-340

Energy Conservation

Description: Information and correspondence on CMHC programs prior to October 28, 1980 to assist homeowners in upgrading the insulation of older homes. *Topics:* Home Insulation Program (HIP), Canadian Home Insulation Program (CHIP), National Energy Program. *Retrievability:* Files arranged by province. HIP was terminated December 31, 1981 and CHIP was terminated December 31, 1986.

CMH/IAA-345
Programs Delivery
Description: CMHC's participation, since October 28, 1980, with the Department of Energy, Mines and Resources in the delivery of federal assistance to upgrade the insulation of older homes. *Topics:* Administration and contractual arrangement with the Department of Energy, Mines and Resources; budget and program forecasts; activity reports.

CMH/IAA-350
CMHC Inspection Services
Description: CMHC internal inspections and external contracts (on a fee-for-service basis) to provide services such as housing inspections. *Topics:* Service to clients of CMHC programs; Canadian Home Insulation Program (CHIP); Home Warranty Program; Canadian General Standards Board; Canadian Standards Association; inspection training; technical bulletins; metric conversion; general engineering data on residential construction. *Retrievability:* Files arranged by project. All MURB certificates have been tranferred to the Department of National Revenue (Taxation). All files and applications have been retained at CMHC. CHIP Program was terminated December 31, 1986.

CMH/CRS-901
Administration
Description: See Standard Classes of Records.

CMH/CRS-902 *Formerly identified as:* CMH/GCC-902
Acts and Legislation
Description: See Standard Classes of Records.

CMH/CRS-903
Administration and Management Services
Description: See Standard Classes of Records.

CMH/CSS-904
Co-operation and Liaison
Description: See Standard Classes of Records.

CMH/CRS-905
Buildings and Properties
Description: See Standard Classes of Records.

CMH/CRS-906
Buildings
Description: See Standard Classes of Records.

CMH/CRS-907
Lands
Description: See Standard Classes of Records.

CMH/CRS-908
Utilities
Description: See Standard Classes of Records.

CMH/CRS-909
Equipment and Supplies
Description: See Standard Classes of Records.

CMH/CRS-910
Furniture and Furnishings
Description: See Standard Classes of Records.

CMH/CRS-911
Office Appliances
Description: See Standard Classes of Records.

CMH/CRS-912
Procurement
Description: See Standard Classes of Records.

CMH/CRS-913
Vehicles
Description: See Standard Classes of Records.

CMH/CRS-914
Finance
Description: See Standard Classes of Records.

CMH/CRS-915
Accounts and Accounting
Description: See Standard Classes of Records.

CMH/OAD-916
Audits
Description: See Standard Classes of Records.

CMH/CRS-917
Budgets
Description: See Standard Classes of Records.

CMH/CRS-918
Personnel
Description: See Standard Classes of Records.

CMH/CRS-919
Classification of Positions
Description: See Standard Classes of Records.

CMH/CRS-920
Employment and Staffing
Description: See Standard Classes of Records.

CMH/CRS-921
Human Resources
Description: See Standard Classes of Records.

CMH/CRS-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

CMH/CRS-923
Official Languages
Description: See Standard Classes of Records.

CMH/CRS-924
Pensions and Insurance
Description: See Standard Classes of Records.

CMH/CRS-925
Salaries and Wages
Description: See Standard Classes of Records.

CMH/CRS-926
Staff Relations
Description: See Standard Classes of Records.

CMH/CRS-927
Training and Development
Description: See Standard Classes of Records.

Deleted Classes of Records

The following class of records has been incorporated into CMH/CRS-902 and CMH/CRS-903:

CMH/GCC-005	Legal Documentation

The following class of records has been incorporated into CMH/PSO-050:

CMH/GCC-010	Agreements

The following classes of records have been incorporated into CMH/CRS-903:

CMH/GCC-015	Litigation and Case Files
CMH/PDR-205	Strategic Plans
CMH/CRS-255	Systems Development Projects
CMH/CRS-260	Existing Computer Systems
CMH/CRS-265	Documentation and Forms Management
CMH/CRS-270	Quality Assurance
CMH/CRS-275	Data Processing — General
CMH/CRS-276	Business Systems Analysis
CMH/CRS-280	Technical Planning and Support
CMH/CRS-290	EDP Operations
CMH/CRS-295	Data Resource Management
CMH/CRS-296	End-User Services

The following classes of records have been incorporated into CMH/CRS-901:

CMH/CSS-020	Boards and Committees
CMH/CSS-030	Conferences and Meetings
CMH/GCC-040	Access Requests for CMHC Records
CMH/PDR-215	Policy Development and Presentations

The following classes of records have been incorporated into CMH/CSS-904:

CMH/CSS-025	Federal Government Liaison
CMH/PDR-210	Federal/Provincial Relations

The following class of records has been incorporated into CMM/CRS-903 and CMH/CRS-914:

CMH/CSS-035	Organization and Authorities

The following classes of records have been incorporated into CMH/CRS-905, CMH/CRS-906 and CMH/CRS-907:

CMH/IAA-145	Property Administration
CMH/IAA-150	Sale of Repossessed Multiple Unit Housing Project
CMH/IAA-155	Sale of Repossessed Single and Condominium Housing Units

The following class of records has been incorporated into CMH/CRS-914:

CMH/CRS-240	Financial Control Matters

The following class of records has been incorporated into CMH/CRS-924:

CMH/CRS-250	CMHC Pension Fund

The following classes of records have been incorporated into CMH/OAD-916:

CMH/OAD-320	Responsibility Centre Audit
CMH/OAD-325	Computer Audit
CMH/OAD-335	Special Audit

CANADA MORTGAGE AND HOUSING CORPORATION

CANADA MORTGAGE AND HOUSING CORPORATION
(CMH)

PUBLIC AFFAIRS AND CORPORATE SECRETARIAT
(CSS)

904 Co-operation and Liaison

POLICY, RESEARCH AND PROGRAMS SECTOR

PROGRAMS
(PSO)

050 Federal-Provincial Housing
051 Emergency Repair Program
055 Non-Profit and Co-operative Housing
060 Rural and Native Housing
090 Neighbourhood Improvement Program (NIP) and Residential Rehabilitation Assistance Program (RRAP)
095 Canada Home Renovation Plan (CHRP)
100 Rehabilitation Skills Training Course (RSTC)

POLICY AND RESEARCH
(PDR)

180 Research and Development Projects and Activities
185 External Research
190 Scholarships
195 Housing Advisory Documents
200 Housing Technology Incentives
220 Community Services Contribution Program
225 Program Evaluation
230 Housing Survey Data
235 Demonstration Projects
236 Rural and Native Demonstration Program
305 Housing Authorities
310 International Housing

LAND MANAGEMENT
(LMD)

075 Municipal Infrastructure
080 Municipal Incentive Grants
085 Land

CANADA MORTGAGE AND HOUSING CORPORATION

INSURANCE AND ASSET ADMINISTRATION SECTOR

(IAA)

105	Underwriting
115	Mortgage Administration
120	Default Management
125	Insurance Claims
130	Home Improvement Loan Insurance Fund
135	Interest Deferral (program terminated)
140	Grant Assistance (program terminated)
160	Mortgage Rate Protection Program
165	Housing Design
170	Housing Technology
175	Appraisals
340	Energy Conservation
345	Programs Delivery
350	CMHC Inspection Services

OPERATIONS AUDIT

(OAD)

916	Audits

CORPORATE RESOURCES SECTOR

(CRS)

901	Administration
902	Acts and Legislation
903	Administration and Management Services
905	Buildings and Properties
906	Buildings
907	Lands
908	Utilities
909	Equipment and Supplies
910	Furniture and Furnishings
911	Office Appliances
912	Procurement
913	Vehicles
914	Finance
915	Accounts and Accounting
917	Budgets
918	Personnel
919	Classification of Positions
920	Employment and Staffing
921	Human Resources
922	Occupational Health, Safety and Welfare
923	Official Languages
924	Pensions and Insurance
925	Salaries and Wages
926	Staff Relations
927	Training and Development

ACCESS TO INFORMATION
AND PRIVACY OFFICE
CANADA MORTGAGE AND
HOUSING CORPORATION
NATIONAL OFFICE
682 MONTREAL ROAD
OTTAWA, ONTARIO
K1A 0P7

Chapter 11

CANADA PORTS CORPORATION

A. GENERAL INFORMATION

Historical Background

Canada Ports Corporation was established in 1983 pursuant to the *Canada Ports Corporation Act*. This Act amended the *National Harbours Board Act* of 1936, the *Government Harbours and Piers Act* and the 1964 *Harbour Commissions Act*. Reporting to Parliament through the Minister of Transport, Canada Ports Corporation is a schedule C, Part II Crown corporation under the *Financial Administration Act*.

Responsibilities

Canada Ports Corporation is responsible for administering its ports under a common objective and ensuring that they meet the federal government's responsibility for national ports and the optimum deployment of resources. Canada Ports Corporation shares, with other marine components, the broad objective of attending to the development and operation of a safe and efficient national marine transportation system.

Canada Ports Corporation is also responsible for ensuring that ongoing maintenance, upgrading and major expansions to port facilities and infrastructure will provide enhanced services to port users, on a competitive and cost-effective basis, both for domestic and international customers.

Since 1983, pursuant to the *Canada Ports Corporation Act*, the ports of St. John's, Halifax, Saint John, Quebec, Montreal, Vancouver and Prince Rupert have met the criteria of national and regional significance and financial viability and have been established as local port corporations.

Divisional ports, which are directly administered by the Canada Ports Corporation, are located in Belledune, New Brunswick; Chicoutimi, Baie des Ha! Ha!, Sept-Îles and Trois-Rivières, Quebec; Prescott and Port Colborne, Ontario; and, Churchill, Manitoba.

Legislation

- Canada Ports Corporation Act, S.C. 1980-81-82, chapter 121
- Canada Ports Corporation Administrative By-law, P.C. 1983-1653, 2 June, 1983
- National Harbours Board Harbour Dues Tariff By-law, C.R.C. Vol. XII, chapter 1063 and as amended thereafter
- National Harbours Board Operating By-law, C.R.C., Vol. XII, chapter 1064
- National Harbours Board Pacific Harbour Dues Tariff By-law, C.R.C., Vol, XII, chapter 1082 and as amended thereafter
- Tenders and Works Contracts By-law, P.C. 1983-747, 11 March, 1983

Organizational Units and their Role

Divisional Ports

This department provides marketing advice and operations and facilities planning expertise to divisional ports. It oversees grain operations at Prescott, Port Colborne and Churchill, and manages the Port of Belledune. It also provides expert advice to the Canada Ports Corporation's board of directors and senior management in order to contribute to the safety, efficiency and cost-effectiveness of the Corporation's facilities.

Corporate Services

This department is responsible for the formulation, development and implementation of the Canada Ports Corporation's long- and short-term strategies for the assessment of port and corporate projects; for the provision of information services to all ports and national office departments, including library services; for the provision of engineering services; and for the provision of all periodic management information reports pertaining to macro-economic, trade and transportation issues and the financial performance of the port system.

Police and Security

The Ports Canada Police is a national police force established for the enforcement of federal and provincial laws that relate to the protection of persons and property situated on premises under the administration of the Canada Ports Corporation or a local port corporation.

Manuals

- Administrative Policy and Directives Manual
- Directives and Orders Manual
- Engineering Policies and Procedures
- Operational Procedures and Guidelines Manual

Additional Information

Requests for further information about Canada Ports Corporation and its various programs and functions may be directed to:

Information and Communications Service
Canada Ports Corporation
99 Metcalfe Street
Ottawa, Ontario
K1A 0N6
(613) 957-6787
Telex: 053-4127

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Canada Ports Corporation
99 Metcalfe Street
Ottawa, Ontario
K1A 0N6
(613) 957-6787
Telex: 053-4127

Reading Room

Canada Ports Corporation's Legal Library has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: 8th Floor, 99 Metcalfe Street, Ottawa, Ontario.

Classes of Records

CPO/POR-005
Grain Operations
Description: Information on the activities of Canada Ports Corporation's grain elevators. *Topics:* Operation and maintenance; negotiations with lessees; charges; tariffs; scales; dust control; storage; inspections; infestation control; equipment.

CPO/COR-010
Engineering Services
Description: Information on the planning, design, construction and maintenance of Canada Ports Corporation's facilities. *Topics:* Construction supervision; consultant management; research; drafting; tenders; work orders; inspections; progress reports and payments.

CPO/COR-015
Tariffs
Description: Information on the establishment of, and revisions to, tariffs. *Topics:* Charges; harbour dues; wharfage rates; remissions; submissions; notices.

CPO/COR-020
Marketing
Description: Information on marketing plans and market research; analysis of commercial and financial data necessary to develop marketing plans. *Topics:* Research; studies; surveys and reports; cost analysis; storage and packaging of goods; traffic; statistics.

CPO/COR-025
Corporate Plans
Description: Information on corporate plans. *Topics:* Guidelines; assessment; research; forecasts, data and cost analysis.

CPO/COR-030
Commercial Information
Description: Economic and business forecasts, commodity outlook and other commercial information. *Topics:* Statistics; forecasts; commodities; containers; shipping lines; rates.

CPO/POL-035
Investigations
Description: Information relating to criminal investigations and criminal operational intelligence. *Topics:* Incident summaries; crime trend analysis; criminal intelligence assessments; research; security consultation reports.

CPO/LEG-902
Acts and Legislation
Description: See Standard Classes of Records.

CPO/FIN-903
Administration and Management Services
Description: See Standard Classes of Records.

CPO/FIN-905
Buildings and Properties
Description: See Standard Classes of Records.

CPO/FIN-906
Buildings
Description: See Standard Classes of Records.

CPO/FIN-907
Lands
Description: See Standard Classes of Records.

CPO/FIN-908
Utilities
Description: See Standard Classes of Records.

CPO/FIN-914
Finance
Description: See Standard Classes of Records.

CPO/FIN-915
Accounts and Accounting
Description: See Standard Classes of Records.

CPO/FIN-916
Audits
Description: See Standard Classes of Records.

CPO/FIN-917
Budgets
Description: See Standard Classes of Records.

CPO/FIN-918
Personnel
Description: See Standard Classes of Records.

CPO/FIN-919
Classification of Positions
Description: See Standard Classes of Records.

CPO/FIN-920
Employment and Staffing
Description: See Standard Classes of Records.

CPO/FIN-921
Human Resources
Description: See Standard Classes of Records.

CPO/FIN-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

CPO/FIN-923
Official Languages
Description: See Standard Classes of Records.

CPO/FIN-924
Pensions and Insurance
Description: See Standard Classes of Records.

CPO/FIN-925
Salaries and Wages
Description: See Standard Classes of Records.

CPO/FIN-926
Staff Relations
Description: See Standard Classes of Records.

CPO/FIN-927
Training and Development
Description: See Standard Classes of Records.

CANADA PORTS CORPORATION

CANADA PORTS CORPORATION
(CPO)

DIVISIONAL PORTS
(POR)

005 Grain Operations

CORPORATE SERVICES
(COR)

010 Engineering Services
015 Tariffs
020 Marketing
025 Corporate Plans
030 Commercial Information

POLICE AND SECURITY
(POL)

035 Investigations

LEGAL SERVICES
(LEG)

902 Acts and Legislation

FINANCE AND ADMINISTRATION
(FIN)

903 Administration and Management Services
905 Buildings and Properties
906 Buildings
907 Lands
908 Utilities
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

ACCESS TO INFORMATION
CO-ORDINATOR
CANADA PORTS CORPORATION
99 METCALFE STREET
OTTAWA, ONTARIO
K1A 0N6

Chapter 12

CANADA POST CORPORATION

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 13

CANADA-NEWFOUNDLAND OFFSHORE PETROLEUM BOARD

A. GENERAL INFORMATION

Historical Background

The Canada-Newfoundland Offshore Petroleum Board was established jointly by the *Canada-Newfoundland Atlantic Accord Implementation Act*, chapter 3 of the Statutes of Canada 1987, and by the *Canada-Newfoundland Atlantic Accord Implementation (Newfoundland) Act*, chapter 25 of the Statutes of Newfoundland, 1986.

Responsibilities

The Board administers as a regulatory body all petroleum activities within the Newfoundland Offshore area in accordance with the provisions of the *Canada-Newfoundland Atlantic Accord Implementation Act* as enacted by the Parliament of Canada and the Legislature of Newfoundland and Labrador, and other relevant legislation.

Legislation

- Canada-Newfoundland Atlantic Accord Implementation
- Canada-Newfoundland Atlantic Accord Implementation (Newfoundland) Act

Organizational Units and their Role

The Board consists of seven members. Three members of the Board are appointed by the federal government, three by the provincial government, and the chairman of the Board is appointed by both the federal and the provincial governments. Notwithstanding the foregoing, the Acts allow for the joint appointment of any member or alternate member by both governments. Three members of the Board serve full-time and constitute the Executive Committee. Four members of the Board serve part-time.

The Executive Committee

The Executive Committee manages the day-to-day activities of the Board. It comprises the Chairman and two vice-chairmen.

Administration Department

This department provides administrative, financial, human resource, and computer services to the Board.

Canada-Newfoundland Benefits Department

This department provides advice to the Board concerning the administration of the Canada-Newfoundland benefits plan provisions of the legislation, including provisions related to domestic procurement, employment, project management, research and development, education and training, and employment equity.

Legal Services Department

This department is responsible for providing legal advice and services to the Board.

Public Affairs Department

This department is responsible for the Board's external communications, including publications; media and public relations; and advertising, educational and informational programs and materials.

Exploration Department

This department is responsible for evaluating the undiscovered petroleum resource potential of the Board's area of jurisdiction; recommending lands for disposition through calls for bids (including terms and conditions applying thereto); administering exploration, significant discovery and production licences; evaluating results of exploratory drilling; determining significant discovery areas; and keeping well history reports, cuttings, cores and fluid samples.

Operations and Safety Department

This department is responsible for reviewing and providing recommendations regarding the approval of offshore petroleum exploration, development and production activities; reviewing operators' emergency response plans; monitoring offshore petroleum activities; conducting safety audits and inspections related to procedures, training and equipment; administering and making recommendations regarding the drafting of regulations, their standards and guidelines; monitoring any conditions of approval; co-ordinating with other agencies as required; and providing status reports of offshore petroleum activities.

Environmental Affairs Department

This department assesses environmental effects; administers and advises on environmental protection regulations and guidelines; establishes and monitors compliance with physical environment and effluent treatment requirements; co-ordinates with other environmental agencies; and reviews operators' environmental emergency contingency plans.

Reservoir Engineering Department

The Reservoir Engineering Department is responsible for oil and gas conservation; assessing discovered resources and productive capacities; administering regulations concerning exploitation schemes for depletion of oil and gas pools, reservoir data acquisition, and production rate limitation; reviewing and providing recommendations on well evaluation programs, development plans for oil and gas fields, production accounting procedures and testing programs; maintaining the reservoir database; evaluating conservation and enhanced recovery projects; monitoring field performance; and conducting reservoir performance studies.

Manuals

- Emergency Response Plan
- Geophysical and Geological Guidelines
- Guidelines for the Hiring of Consultants

Additional Information

Requests for further information about the Board and its various programs and functions may be directed to:

Access to Information and Privacy Co-ordinator
Public Affairs Department
Canada Newfoundland Offshore Petroleum Board
5th Floor, TD Place
140 Water Street
St. John's, Newfoundland
A1C 6H6
(709) 778-1446

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Canada-Newfoundland Offshore Petroleum Board
5th Floor, TD Place
140 Water Street
St. John's, Newfoundland
A1C 6H6
(709) 778-1464

Reading Room

The Board's library has been designated pursuant to section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering and carrying out programs or activities that affect the public. The library is located on the fifth floor of the Canada-Newfoundland Offshore Petroleum Board offices in TD Place, 140 Water Street, St. John's, Newfoundland.

Classes of Records

CNP/EXE-005
Board Management
Description: Information relating to the internal organization and operations of the Board. Aspects include liaison with federal and provincial government departments; correspondence with oil and gas operators; records of Board, executive and management meetings; internal policies; memoranda of understanding; frontier lands regulatory framework; and other related general correspondence.

CNP/ADM-010
Administrative Services
Description: Information relating to the development and maintenance of policies, procedures, and systems required to support the general administration of the Board. Aspects include purchasing policy, the establishment and maintenance of the central library, central records, equipment inventory, word processing, central mail, and forms design and maintenance systems. Property management aspects such as leasing of office space and leasehold improvements, and access to information requests are also included.

CNP/ADM-015
Financial Services
Description: Information relating to financial administration budgeting and accounting systems, analysis of expenditures and revenue trends, payroll, fee collection, royalty collection and remittance, and the maintenance of financial accounting and reporting systems.

CNP/ADM-020
Human Resource Services
Description: Information relating to human resource matters throughout the Board, including human resource planning, staffing, training and development; organization and classification; staff relations; medical insurance; pension plan; compensation and benefits; the development and direction of policies; correspondence; memoranda; reports; and statistics on general personnel activities within the Board.

CNP/ADM-025
Computer Services
Description: Information on the analysis, design, development, implementation and maintenance of software; and co-ordination between technical and administrative groups in planning for hardware/software acquisition.

CNP/CBD-030
Canada-Newfoundland Benefits
Description: Information relating to the review, approval and implementation of Canada-Newfoundland benefit plans submitted by oil and gas operators.

CNP/CBD-035
Corporate Files
Description: General information including annual reports, corporate brochures, etc. for oil and gas industry suppliers, contractors, and consultants.

CNP/LSD-040
Legal Services
Description: Information relating to the Board's corporate procedures, financial security required by the operators, legislation affecting the Board, contract documents, recommendations and advice respecting legal or policy matters, and the registration of documents relating to interests and instruments.

CNP/PAD-045
Public Affairs
Description: Information relating to the Board's external communications including publications; media and public relations; and advertising, informational and educational programs and materials.

CANADA-NEWFOUNDLAND OFFSHORE PETROLEUM BOARD

CNP/EXD-051 *Formerly identified as:* CNP/EXD-050
Basin Analysis and Resource Evaluation
Description: Information relating to the results of geophysical and geological surveys and exploratory and development drilling, such as seismic, gravimetric, magnetic and geochemical surveys and well histories. This data includes well materials (cuttings, cores, and fluids) sampled during the drilling.

CNP/EXD-055
Land Management
Description: Information relating to the issuance and administration of oil and gas exploration and production rights on offshore Newfoundland and Labrador, including the terms and conditions of exploration, significant discovery and production licences; registration of interests held and transferred; calls for nominations; calls for bids; security and bid deposits and allowable expenditure schedules; work expenditure reports; rental reports; and significant discovery declarations and areas.

CNP/OPS-060
Drilling Activities
Description: Information relating to exploration and development drilling activities including: Drilling Program Approvals, Authorities to Drill a Well, Final Well Reports (well history documents) , and daily and weekly status of drilling operation activities.

CNP/OPS-065
Development and Production Activities
Description: Information relating to development and production activities including: operating licences; engineering research, feasibility studies or experimental projects; development applications for offshore petroleum projects; status of development or production operation activities; diving program approvals; production operation authorization; certificates of fitness; and letters of compliance.

CNP/OPS-070
Safety Activities
Description: Information relating to the occupational health and safety of workers employed in the exploration, production, conservation, processing or transportation of petroleum, including procedures, training requirements, and safety equipment; operations, inspections and audits on MODUs and standby vessels; accident/incident reports, investigations and analyses; contingency plans arising as a result of exploration, development, and production activities; safety committee meetings; and exercises and drills.

CNP/EAD-075
Environmental Matters
Description: Information relating to the protection of offshore operations from physical environmental risks, and to the protection of the environment from the effects of offshore oil and gas activities, including: offshore environmental assessments and reviews; environmental contingency planning; physical environmental data; environmental protection exercises; marine pollution incidents; and environmental research and development projects.

CNP/RED-080 *Formerly identified as:* CNP/EXD-050
Reservoir Engineering
Description: Information relating to discovered oil and gas resource estimates; results of the well evaluation program, including core analyses, well logs, fluid analyses and well test data; conservation and enhanced recovery projects, reservoir performance and productive capacity.

Deleted Classes of Records

Information contained in the class of records CNP/EXD-050 has been reorganized into the following classes of records:

CNP/EXD-051	Basin Analysis and Resource Evaluation
CNP/RED-080	Reservoir Engineering

CANADA-NEWFOUNDLAND OFFSHORE PETROLEUM BOARD

CANADA-NEWFOUNDLAND OFFSHORE PETROLEUM BOARD
(CNP)

THE EXECUTIVE COMMITTEE
(EXE)

005 Board Management

ADMINISTRATION DEPARTMENT
(ADM)

010 Administrative Services
015 Financial Services
020 Human Resource Services
025 Computer Services

EXPLORATION DEPARTMENT
(EXD)

051 Basin Analysis and Resource Evaluation
055 Land Management

CANADA-NEWFOUNDLAND BENEFITS DEPARTMENT
(CBD)

030 Canada-Newfoundland Benefits
035 Corporate Files

OPERATIONS AND SAFETY DEPARTMENT
(OPS)

060 Drilling Activities
065 Development and Production Activities
070 Safety Activities

LEGAL SERVICES DEPARTMENT
(LSD)

040 Legal Services

ENVIRONMENTAL AFFAIRS DEPARTMENT
(EAD)

075 Environmental Matters

PUBLIC AFFAIRS DEPARTMENT
(PAD)

045 Public Affairs

RESERVOIR ENGINEERING DEPARTMENT
(RED)

080 Reservoir Engineering

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
CANADA-NEWFOUNDLAND OFFSHORE PETROLEUM BOARD
5TH FLOOR, TD PLACE
140 WATER STREET,
ST. JOHN'S, NEWFOUNDLAND
A1C 6H6

Chapter 14

CANADIAN ADVISORY COUNCIL ON THE STATUS OF WOMEN

A. GENERAL INFORMATION

Historical Background

The Canadian Advisory Council on the Status of Women was created by the Order-In-Council PC1976-781. The Advisory Council's roots lie in the Royal Commission on the Status of Women in Canada which recommended the establishment of such a federal council.

Responsibilities

The Advisory Council is responsible for making recommendations for change in legislation and other measures to improve the status of women through the Minister responsible for the Status of Women. The Council has the unique right and responsibility to inform the public of its recommendations at the same time as it reports to Parliament.

Legislation

- Order in Council PC 1976-781

Organizational Units and their Role

The Advisory Council on the Status of Women is composed of a president, two vice-presidents and 27 council members from across the country. The vice-presidents are responsible for specific regions, while the president retains overall responsibility for the operations of the Council. There are regional offices located in Calgary and Montreal. At the central office in Ottawa, four directors have specific responsibilities for research, public affairs, publications and administration and, along with their staff, support ongoing Council activities across the country.

Additional Information

Requests for further information about the Canadian Advisory Council may be directed to:

Ottawa

Canadian Advisory Council on the Status of Women
9th Floor
110 O'Connor Street
Ottawa, Ontario
K1P 5M9
(613) 992-4975

Montreal

Canadian Advisory Council on the Status of Women
Suite 875
2021 Union Avenue
Montreal, Quebec
H3A 2S9
(514) 283-3123

Calgary

Canadian Advisory Council on the Status of Women
220 Fourth Avenue S.E.
Box 1390, Station M
Calgary, Alberta
T2G 2L6
(403) 292-6668

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Canadian Advisory Council on the Status of Women
9th Floor
110 O'Connor Street
Ottawa, Ontario
K1P 5M9
(613) 992-4975

Reading Room

The Advisory Council's Documentation Centre has been designated under section 71 of the *Access to Information Act* as a reading room where the public can inspect Council publications. The address is: 110 O'Connor Street, 9th Floor, Room 937, Ottawa, Ontario.

Classes of Records

ASW/RES-005
General Social Issues
Description: Information on social issues of particular concern to women. *Topics:* Rights of Indian women; specific problems of immigrant women; sex stereotyping in advertising and the media; women in politics; one-parent families; women and aging; disabled women; planning resources for adolescent women; child care; rural women; housing; women, work and stress.

ASW/RES-010
Economic Situation of Women
Description: Information on women's economic position. *Topics:* Inequities in matrimonial property laws; inclusion of women in the *Canada Pension Plan;* taxation; private pensions; the contribution of women to different sectors of the economy; the impact of free trade.

CANADIAN ADVISORY COUNCIL ON THE STATUS OF WOMEN

ASW/RES-015
Discrimination in the Workplace
Description: Information on obstacles to women's equal participation and advancement in the workforce. *Topics:* Application of the *Unemployment Insurance Act;* parental benefits; part-time work; re-entry into the work force; unions; sexual harassment; equal pay for work of equal value; affirmative action; employment equity.

ASW/RES-020
Concerns of Women at Home
Description: Information on issues of particular concern to women who choose to be homemakers. *Topics:* The role of homemakers; volunteer work; shared pensions; matrimonial property laws.

ASW/RES-025
Justice
Description: Information on legal issues of particular concern to women. *Topics:* Battered women; sexual offences; female offenders; family court; divorce law reform; common-law relationships; prostitution; alimony and maintenance; human rights; the Constitution; pornography.

ASW/RES-030
Government
Description: Information on employment of women in government and appointment of women to government bodies. *Topics:* Women in the Public Service; women in the armed forces; appointments to the Senate and judiciary; appointments to boards and commissions.

ASW/RES-035
Health Issues
Description: Information on women's health and their role in health care. *Topics:* Health services for women; women working in health care; birth planning; occupational health hazards.

CANADIAN ADVISORY COUNCIL ON THE STATUS OF WOMEN

CANADIAN ADVISORY COUNCIL ON THE STATUS OF WOMEN
(ASW)

PRESIDENT

VICE-PRESIDENTS

RESEARCH
(RES)

005 General Social Issues
010 Economic Situation of Women
015 Discrimination in the Workplace
020 Concerns of Women at Home
025 Justice
030 Government
035 Health Issues

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN ADVISORY COUNCIL
ON THE STATUS OF WOMEN
9th FLOOR
110 O'CONNOR STREET
OTTAWA, ONTARIO
K1P 5M9

Chapter 15

CANADIAN AVIATION SAFETY BOARD

A. GENERAL INFORMATION

Historical Background

The *Canadian Aviation Safety Board Act* was proclaimed May 1, 1984, taking effect on October 1, 1984. This legislation followed acceptance by Cabinet of the recommendations made in the Dubin Report concerning Aviation Safety in Canada, which was published in May 1981.

Responsibilities

The objective of the Board is to advance aviation safety by identifying safety deficiencies as evidenced by aviation occurrences and conducting independent investigations and, if necessary, public enquiries into occurrences, in order to discover contributing factors and causes. The Board makes public reports on its investigations and findings and recommendations designed to eliminate or reduce safety deficiencies. It is not the objective of the Board to determine or apportion any blame or liability in connection with an aviation occurrence.

Legislation

- Canadian Aviation Safety Board Act
- Canadian Aviation Safety Board Regulations

Organizational Units and their Role

The Board consists of the Chairman and eight members and is supported by an Executive Director and five branches.

Aviation Safety Investigation Branch

This branch directs and conducts investigations into aviation occurrences, identifies safety deficiencies, prepares reports on its findings and proposes recommendations to advance aviation safety.

Aviation Safety Programs Branch

This branch is responsible for data systems and statistical analysis, communications and public affairs, policy and planning, the evaluation of safety deficiencies and the preparation of recommendations.

Aviation Safety Engineering Branch

This branch is responsible for the development, provision and maintenance of technologically advanced engineering services and a comprehensive material and failure test and analysis capability. These services and facilities provide the specialized technical/engineering support to the occurrence investigations by the Board.

Aviation Safety Medicine Branch

This branch is responsible for the development, co-ordination and provision of technologically advanced comprehensive tests and analyses of tissues and fluids of occupants killed in aircraft accidents. These tests/analyses assist in determining condition prior to death and assessing the human factor aspects of each occurrence.

Administration Branch

This branch provides financial, personnel, administrative and secretariat services required for the independent operation of the Board in the conduct of public hearings and inquiries.

Manuals

- Accident Data Reporting System (ICAO)
- Administration Procedures for Safety Programs
- Canadian Aviation Safety Board Act and Regulations
- Computer Systems Documentation
- Investigation Operation Manual
- National Joint Council Agreements
- Public Inquiry Process and Procedures Manual
- Standard Operating Procedures for the Engineering Branch

Additional Information

Requests for further information about the Board and its investigative functions may be directed to:

Atlantic Region

Regional Manager
Canadian Aviation Safety Board
175 Edinburgh Drive
Moncton, New Brunswick
E1E 2K9
(506) 857-7141

Quebec Region

Regional Manager
Canadian Aviation Safety Board
185 Dorval Avenue, Suite 403
Dorval, Quebec
H9S 5J9
(514) 633-3246

Ontario Region

Regional Manager
Canadian Aviation Safety Board
8th Floor, 5075 Yonge Street
Willowdale, Ontario
M2N 6C6
(416) 224-3445

Central Region

Regional Manager
Canadian Aviation Safety Board
355-550 Century Street
Winnipeg, Manitoba
(204) 949-5991

Western Region

Regional Manager
Canadian Aviation Safety Board
14220 Yellowhead Trail, Suite 12
Edmonton, Alberta
T5L 3C2
(403) 420-3865

Pacific Region

Regional Manager
Canadian Aviation Safety Board
8-3071 Number Five Road
Richmond, British Columbia
V6X 2T4
(604) 666-5826

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Canadian Aviation Safety Board
P.O. Box 9120
Alta Vista Terminal
Ottawa, Ontario
K1G 3T8
(819) 994-8028/994-8079

Reading Room

The Board's library has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: Place du Portage, Phase II, 4th Floor, Hull, Quebec.

Classes of Records

In accordance with the *Access to Information Act*, the Board is currently developing classes of records as per the provisions set out in the Treasury Board Submission.

In the interim, formal requests for information pertaining to specific aviation occurrences will be processed in accordance with central agency guidelines.

Chapter 16

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

A. GENERAL INFORMATION

Historical Background

The Canadian Centre for Occupational Health and Safety (CCOHS) was created by the *Canadian Centre for Occupational Health and Safety Act*.

Responsibilities

The Centre promotes a healthier and safer workplace by providing information and facilitation services. The information service includes: response to inquiries, publications, an on-line electronic service (CCINFO) that connects users to the Centre's computer in Hamilton, a compact disc service (CCINFOdisc), and videocassettes. CCINFOdisc, which is updated quarterly, contains material safety data sheets of trade-name chemicals, other chemical and general health and safety databases, and videotex. This information service facilitates responsible decision-making. Facilitation is also provided through workshops in which stakeholders in workplace health and safety define and enlarge the common ground on issues connected with workplace health and safety.

Legislation

- Canadian Centre for Occupational Health and Safety Act
- Financial Administration Act — Schedule B

Organizational Units and their Role

The Centre is a corporation under schedule B of the *Financial Administration Act*. Its policies are established by the Council of Governors, which consists of a chairman and 39 representatives from labour, employers' organizations and the federal, provincial and territorial governments. It meets three times a year in various parts of Canada. The Executive Board of the Centre, chaired by the President and Chief Executive Officer, consists of nine governors elected annually from among its members by the Council of Governors, on a representative tripartite basis. The Executive Board is authorized to carry out the business of the Council between Council meetings. It is required by statute to meet at least six times a year. The President and Chief Executive Officer supervises and directs the work and staff of the Centre. There are four directorates through which the program is delivered.

Technical Services provides scientific and professional support for the analysis and interpretation of scientific information on occupational health and safety.

Information Systems Services establishes and operates computerized information services, and related support services, to deliver information to the Centre's clients, both on-line and on CCINFOdisc, and provides the framework for database building.

Information Response Services responds directly to oral or written inquiries from the public, and provides information and documentation in support of the information services work of the Centre.

Finance, Publishing and Administrative Services provides secretariat services to the Council and Chairman, Executive Board, and Committees; centralized planning, financial control, management and support services, and other services necessary for the effective operation of the Centre. It also designs, prints and distributes the Centre's publications, organizes workshops, and markets the CCINFOdisc.

Manuals

- Basic Training Course Manual
- CCINFOdisc User Manual
- Data Base User Manual
- On-line User Instructions for CCINFOline
- Quality Assurance Procedures
- Technical Requirements for Accessing CCINFO

Additional Information

Requests for further information about the Centre and its various programs and functions may be directed to:

Inquiries Service
Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6
(416) 572-4400 (English)
(416) 572-2981 (French)
1-800-263-8466 (English)
1-800-263-8276 (French)
Facsimile: (416) 572-4500 (English and French)

B. CLASSES OF RECORDS

Access Procedures

Formal requests under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Director of Finance, Publishing and Administrative Services
Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6
1-800-263-8276
(416) 572-2981

Reading Room

Facilities in Documentation Resources have been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: 250 Main Street East, Hamilton, Ontario.

Classes of Records

OHS/ISS-005
CCINFO
Description: This is the Canadian Centre for Occupational Health and Safety's computerized information system, which consists of two distinct modes of delivery — CCINFOline and CCINFOdisc. CCINFOline involves delivery through a telecommunications link to CCOHS' central computer providing access to databases. CCCINFOdisc involves delivery through CD-ROM (compact disc read-only memory) providing databases, Videotex Information Packages, and full-text publications. There are five chemical information databases which respond to the right to know about the hazards posed by chemicals in the workplace. They are: (1) TN (Trade Names), which focuses on trade-named products; (2) CHEMINFO (Chemical Information), which supplies detailed information on trade name ingredients and safe usage; (3) RTECS, which is a computerized version of the *NIOSH Registry of Toxic Effects of Chemical Substances*, an annual compendium of toxicity data extracted from the scientific literature by the US National Institute for Occupational Safety and Health (NIOSH); (4) REGULATORY INFORMATION ON PESTICIDE PRODUCTS, which identifies and describes products registered in Canada under the *Pest Control Products Act*, and is produced by Agriculture Canada; and (5) TRANSPORTATION OF DANGEROUS GOODS, which is a database giving regulatory information for the packaging and shipping for internationally recognized shipping names. CANADIANA is a bibliographic database of documents on occupational health and safety produced in Canada, by Canadians or on Canadian topics. ESSENTIALS provides references to publications selected as essential to answer questions on a specific topic in occupational health and safety. Three databases on resources describe people and organizations active in Canadian occupational health and safety, as well as current research projects in the field. They are: (1) CANADIAN STUDIES, a directory of recent Canadian studies in the field of occupational health and safety; (2) RESOURCE ORGANIZATIONS, listing Canadian organizations involved in the field of occupational health and safety; and (3) RESOURCE PEOPLE, providing a directory of Canadians involved in the field of occupational health and safety. Two other databases contain Canadian legal information on occupational health and safety: (1) CASE LAW, a collection of summaries of occupational health and safety cases and decisions from juridictions across Canada; (2) FATALITY REPORTS, a database containing information from reports on occupationally-related fatalities. NOISE LEVELS is a direct-information database providing numerical data on noise levels relating to different types of machinery used for specific occupations in various industries. STANDARDS AND DIRECTORIES is a directory of standards, certified products' directories, PLUS products and other miscellaneous information products published by the CSA (Canadian Standards Association). CIS/ILO was created by the ***Centre international d'informations de sécurité et d'hygiène du travail*** of the International Labour Office in Geneva. CIS/ILO is a bilingual, bibliographic database on publications in occupational health and safety worldwide. NIOSHTIC, developed by the US National Institute for Occupational Safety and Health, is a bibliographic data base with international coverage of publications in occupational health and safety. **Videotex Information Packages:** *An Introduction to Asbestos:* contains basic information on asbestos, its use, work practices, protective equipment, related diseases, and preventive measures. *Excavation Safety:* a learning program which outlines potential dangers associated with excavation work and necessary safety precautions to avoid them. *Forming an Occupational Health and Safety Committee Where You Work:* contains information for newly formed or about-to-be-formed committees with questions and comments highlighting areas which should be considered during preliminary discussions. For committees of long standing, it can be used as an audit guide to examine the existing structure and function of the committee. *Occupational Exposure to Spirit-Duplicator Operations:* contains information about some potentially hazardous substances used with these machines. *How Workplace Chemicals Enter the Body:* information on ways in which chemicals can enter and harm the human body, including effects on the respiratory and digestive systems, the skin, and the eyes. *Hazards of Photocopiers:* a description of various potentially harmful chemicals used in photocopying. *An Introduction to CCOHS:* an introduction to the Canadian Centre for Occupational Health and Safety and its services. *Assessing Clients for Lifts and Transfers:* designed to teach health care workers how to determine whether a client should be lifted or transferred and to help find the proper type of lift or transfer. *Dust and the Lungs:* describes how the respiratory system is affected by exposure to dust, the effects of dust on the lungs, diseases related to dusty workplaces, and methods of worker protection.

OHS/TES-010
Material Hazards
Description: Files on adverse effects caused by workplace exposure to chemicals, and health and safety problems of selected industries or occupations. *Topics:* Chemical, physical and toxicological properties of industrial chemicals.

OHS/TES-015
Occupational Medicine
Description: Information on the relationship between occupation and disease and occupational medical services. *Topics:* Occupational diseases; employee health services.

OHS/TES-020
Safety
Description: Information on workplace safety hazards, accident and disease rates among workers, and health experiences of selected occupations. *Topics:* Safe work practices, equipment, workplace design, accident statistics, disease statistics, and occupational epidemiology.

OHS/TES-025
Physical Hazards
Description: Information on adverse effects associated with occupational exposure to radiation, vibration, light, and temperature and pressure extremes. *Topics:* Ionizing radiation, non-ionizing radiation, light, temperature, pressure, noise and vibration.

OHS/IRS-041
Inquiries
Description: Information on specific occupational health and safety questions. *Topics:* Chemical hazards, physical hazards, occupational diseases, biological hazards, psycho-social issues, occupational safety, ergonomics, occupational health and safety administration.

OHS/FIN-901
Administration
Description: See Standard Classes of Records.

OHS/FIN-902
Acts and Legislation
Description: See Standard Classes of Records.

OHS/FIN-903
Administrative and Management Services
Description: See Standard Classes of Records.

OHS/FIN-904
Co-operation and Liaison
Description: See Standard Classes of Records.

OHS/FIN-905
Buildings and Properties
Description: See Standard Classes of Records.

OHS/FIN-908
Utilities
Description: See Standard Classes of Records.

OHS/FIN-909
Equipment and Supplies
Description: See Standard Classes of Records.

OHS/FIN-910
Furniture and Furnishings
Description: See Standard Classes of Records.

OHS/FIN-911
Office Appliances
Description: See Standard Classes of Records.

OHS/FIN-912
Procurement
Description: See Standard Classes of Records.

OHS/FIN-913
Vehicles
Description: See Standard Classes of Records.

OHS/FIN-914
Finance
Description: See Standard Classes of Records.

OHS/FIN-915
Accounts and Accounting
Description: See Standard Classes of Records.

OHS/FIN-916
Audits
Description: See Standard Classes of Records.

OHS/FIN-917
Budgets
Description: See Standard Classes of Records.

OHS/FIN-918
Personnel
Description: See Standard Classes of Records.

OHS/FIN-919
Classification of Positions
Description: See Standard Classes of Records.

OHS/FIN-920
Employment and Staffing
Description: See Standard Classes of Records.

OHS/FIN-921
Human Resources
Description: See Standard Classes of Records.

OHS/FIN-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

OHS/FIN-923
Official Languages
Description: See Standard Classes of Records.

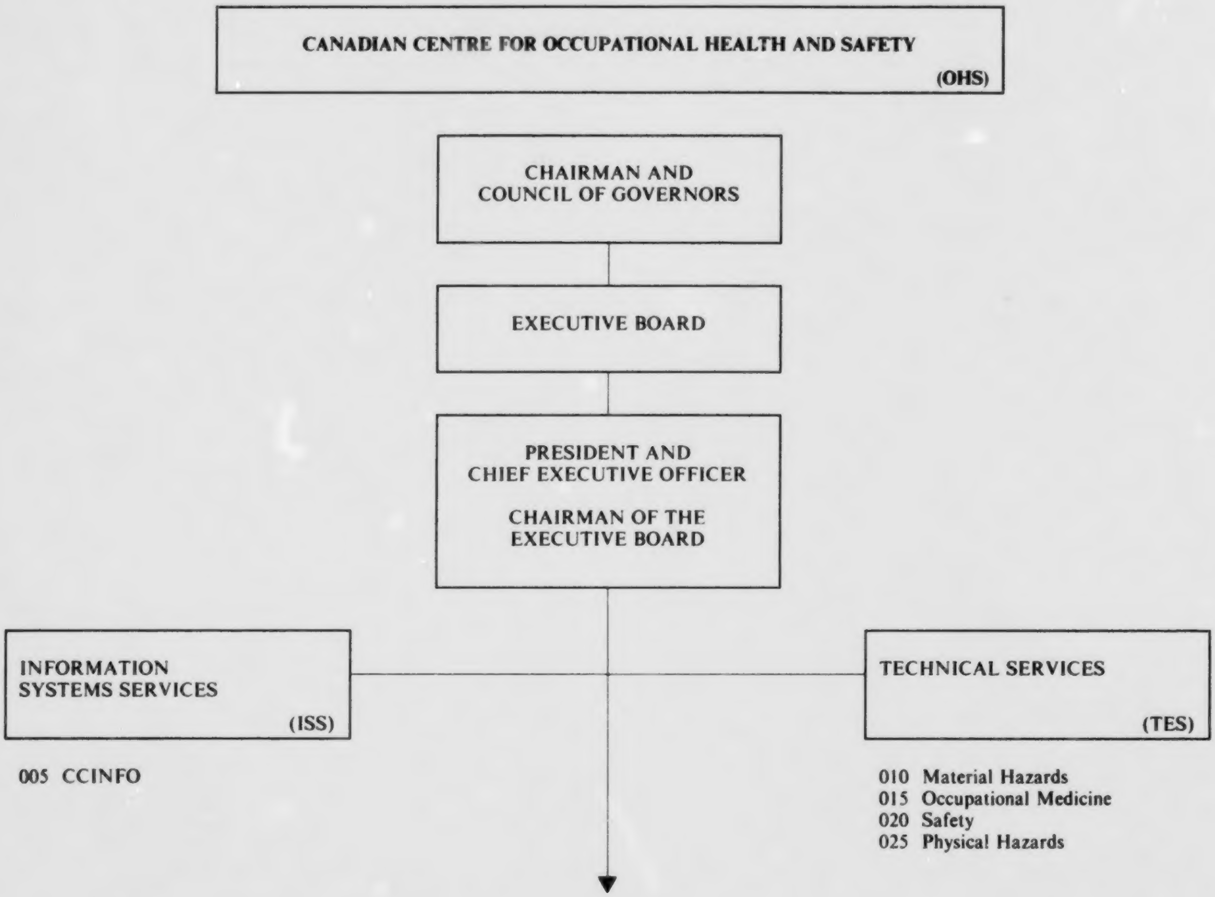
OHS/FIN-924
Pensions and Insurance
Description: See Standard Classes of Records.

OHS/FIN-925
Salaries and Wages
Description: See Standard Classes of Records.

OHS/FIN-926
Staff Relations
Description: See Standard Classes of Records.

OHS/FIN-927
Training and Development
Description: See Standard Classes of Records.

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY


CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY
(OHS)
CHAIRMAN AND COUNCIL OF GOVERNORS
EXECUTIVE BOARD
PRESIDENT AND CHIEF EXECUTIVE OFFICER
CHAIRMAN OF THE EXECUTIVE BOARD
INFORMATION SYSTEMS SERVICES
(ISS)
005 CCINFO
TECHNICAL SERVICES
(TES)
010 Material Hazards
015 Occupational Medicine
020 Safety
025 Physical Hazards

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY

INFORMATION RESPONSE SERVICES (IRS)

041 Inquiries

FINANCE, PUBLISHING AND ADMINISTRATIVE SERVICES (FIN)

901 Administration
902 Acts and Legislation
903 Administrative and Management Services
904 Co-operation and Liaison
905 Buildings and Properties
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicles
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

ACCESS TO INFORMATION CO-ORDINATOR
DIRECTOR OF FINANCE, PUBLISHING AND ADMINISTRATIVE SERVICES
CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY
250 MAIN STREET EAST
HAMILTON, ONTARIO
L8N 1H6

Chapter 17

CANADIAN COMMERCIAL CORPORATION

A. GENERAL INFORMATION

Historical Background

A Crown Corporation established in 1946 by the *Canadian Commercial Corporation Act*, Canadian Commercial Corporation (CCC) is wholly owned by the Government of Canada.

Responsibilities

Canadian Commercial Corporation reports to Parliament through the Minister for International Trade (the Secretary of State for External Affairs). The Corporation's mandate is to assist in the development of trade between Canada and other nations. Its principal activity is to facilitate sales to foreign governments and international agencies on behalf of Canadian suppliers. In all transactions, it assumes the role of prime contractor, undertaking to deliver a product or service to the foreign customer with a "back-to-back" obligation from a Canadian supplier. The work to be done is subcontracted to private sector firms and/or other government departments or agencies.

Legislation

- Canadian Commercial Corporation Act

Organizational Units and their Role

The board of directors is comprised of Canadian business executives, senior public servants and the President of the Corporation.

Corporate Affairs

This unit is responsible for planning, communications, management, information systems/data processing, security and administration, and personnel services. The latter includes such items as access to information and privacy, the Employment Equity Program and the Official Languages Program.

Finance

The Finance Group is responsible for ensuring sound financial management practices for all policies and programs of the Corporation, from conception to implementation.

Operations

Three distinct operational groups facilitate government-to-government export contracts, in keeping with the Corporation's responsibilities. The groups are: United States, Overseas, and International Agencies. The latter deals with United Nations purchasing agencies and international financial institutions.

Manuals

- Supply Policy Manuals (SSC)

Additional Information

Requests for further information about the Corporation and its various programs and functions may be directed to either of the following:

Headquarters

Corporate Communications Officer
Canadian Commercial Corporation
11th Floor, 50 O'Connor Street
Ottawa, Ontario
K1A 0S6
(613) 995-6612

Western Office

Business and Project Development Officer
Canadian Commercial Corporation
Suite 630
220-4th Avenue Southeast
Calgary, Alberta
T2P 3C3
(403) 292-6555

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Canadian Commercial Corporation
11th Floor, 50 O'Connor Street
Ottawa, Ontario
K1A 0S6
(613) 996-0034

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: 50 O'Connor Street, Ottawa, Ontario. Hours of operation are 09:00 to 16:00, Monday to Friday.

CANADIAN COMMERCIAL CORPORATION

Classes of Records

CCC/CCC-005
Canadian Commercial Corporation Files
Description: The Corporation's files contain information related to foreign governments and international trade procurement; contracting and financing. *Topics:* Exports; contracts; defence industry; developing countries; Export Development Corporation; External Affairs Canada; foreign governments; foreign posts; foreign trade; international trade; supplier listings and contracts; trade development; international financial institutions.

CANADIAN COMMERCIAL CORPORATION

(CCC)

005 Canadian Commercial Corporation Files

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN COMMERCIAL
CORPORATION
11th FLOOR, 50 O'CONNOR STREET
OTTAWA, ONTARIO
K1A 0S6

Chapter 18

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

A. GENERAL INFORMATION

Historical Background

The Canadian Cultural Property Export Review Board was created by the *Cultural Property Export and Import Act*, proclaimed in September 1977.

Responsibilities

The Review Board is responsible for preserving in Canada significant examples of Canadian heritage in movable cultural property, reviewing applications for export permits, making determinations on fair cash offers to purchase and making determinations for the purposes of the *Income Tax Act*. It also provides advice to the Minister of Communications on matters affecting the preservation in Canada of the heritage in movable cultural property. In particular, it recommends to the Minister, pursuant to section 35 of the Act, grants and loans to designated institutions and public authorities in Canada for the purchase of objects for which permits have been refused under the Act, or for the purchase of cultural property outside Canada that is related to the national heritage. The grants and loans are made out of monies appropriated annually by Parliament.

In reviewing an application for an export permit the Board must determine whether the object in question: is included in the Canadian Cultural Property Export Control List; is of outstanding significance by reason of its close association with Canadian history or national life, its aesthetic qualities or its value in the study of the arts or sciences; is of such a degree of national importance that its loss would significantly diminish the national heritage.

Where the Review Board determines that the cultural property subject of an application meets the criteria of outstanding significance and national importance, and the cultural property qualifies for certification for income tax purposes, the Review Board issues a Cultural Property Income Tax Certificate to the designated institution or public authority making such an application. It should be noted that objects proposed for certification need not be included in the Canadian Cultural Property Export Control List. Thus objects less than 50 years old and made by a living person may qualify. It should also be noted that a certified cultural property subject of a Cultural Property Income Tax Certificate is exempt from tax on taxable capital gains when disposed of (by gift or sale) to an institution or public authority in Canada designated for the purpose and, in the case of a donation, also qualifies for the 100 percent tax credit provision under the *Income Tax Act*.

Legislation

- Cultural Property Export and Import Act

Organizational Units and their Role

Movable Cultural Property Secretariat

The Secretariat provides administrative services to the Review Board and co-ordinates the export control system.

Manuals

- Canadian Cultural Property Export Control List
- Cultural Property Export Guide
- Introduction to the Cultural Property Export and Import Act
- Regulations Respecting the Export from Canada of Cultural Property

Additional Information

Requests for further information about the Board and its various programs and functions may be directed to:

Canadian Cultural Property Export Review Board
Room 500, Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 0C8
(613) 990-4161

B. CLASSES OF RECORDS

Access Procedures

Formal requests under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Canadian Cultural Property Export Review Board
Movable Cultural Property Secretariat
Room 500, Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 0C8
(613) 990-4161

Reading Room

The library of the Department of Communications has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: 300 Slater Street, 14th Floor, Ottawa, Ontario.

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD

Classes of Records

CPE/CPI-005

Cultural Property Exports and Imports

Description: Information on the export of cultural objects in the National Treasure category and the transfer of ownership of such objects to public institutions through the provisions of grants and tax incentives as set out under the *Cultural Property Export and Import Act. Topics:* Implementation of the *Cultural Property Export and Import Act:* export permits and control; expert examiners; permit officers; certification; designation; grants and loans; case files on illegal exports and imports; consultants and special advisors.

CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD
(CPE)

MOVABLE CULTURAL PROPERTY SECRETARIAT
(CPI)

005 Cultural Property Exports and Imports

ACCESS TO INFORMATION CO-ORDINATOR
CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD
MOVABLE CULTURAL PROPERTY SECRETARIAT
ROOM 500, JOURNAL TOWER NORTH
300 SLATER STREET
OTTAWA, ONTARIO
K1A 0C8

Chapter 19

CANADIAN DAIRY COMMISSION

A. GENERAL INFORMATION

Historical Background

The Canadian Dairy Commission was established by the *Canadian Dairy Commission Act* in October 1966.

Responsibilities

The Commission administers various components of the national dairy policy, such as: calculation of a target price for industrial milk and cream; administration of an offer-to-purchase program for butter and skim milk powder; direct payments to dairy producers; marketing of dairy products for the domestic and export markets; development and recommendation of dairy policies to the Minister of Agriculture. The Chairman of the Commission also chairs the Canadian Milk Supply Management Committee, which is responsible for the national supply management of industrial milk and cream.

Legislation

- Agricultural Stabilization Act
- Canadian Dairy Commission Act

Organizational Units and their Role

The Commission

The Commission establishes policy and administrative guidelines and objectives, maintains constant liaison with federal and provincial government departments and agencies and with representatives of producers and processors, prepares policy recommendations for the industry and the government, receives advice from the Consultative Committee and chairs the Canadian Milk Supply Management Committee.

The **Policy and Economics** section provides analysis and advice on dairy-related issues.

The **Subsidy Operations** section administers the payment of subsidies on qualifying shipments of industrial milk and cream to producers in order to make dairy products more affordable to consumers. This involves processing applications for registration of producers' permits, maintaining records of provincial and individual producer market share quotas and milk and cream production, paying subsidies on the basis of those records, and directing and controlling the levy program.

The **Marketing Operations** Section involves both domestic and export activities, including the purchase, sale, transport, warehousing, financing and payment of assistance on the export of dairy products and animal feed under the Commission's domestic price support and special export program. Products involved are butter, skim milk powder, cheese, evaporated milk, whole milk powder and specialty products.

Manuals

- CDC Administrative Policy Manual (under review)

Additional Information

Requests for further information about the Commission and its various programs and functions may be directed to:

Information Services
Canadian Dairy Commission
2197 Riverside Drive
Ottawa, Ontario
K1A 0Z2
(613) 998-9490

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Canadian Dairy Commission
2197 Riverside Drive
Ottawa, Ontario
K1A 0Z2
(613) 998-9490

Reading Room

The library of the Canadian Dairy Commission has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering and carrying out programs or activities that affect the public. The library is located on the 6th floor of the Canadian Dairy Commission offices at 2197 Riverside Drive, Ottawa, Ontario.

Classes of Records

CDC/COM-005
Commission Rules of Procedure
Description: Corporate rules of procedure describing how the Commission operates and the specific responsibilities of the three commissioners.

CDC/COM-010
Liaison with Federal and Provincial Agencies
Description: Communications, agreements, etc., between the Commission and federal and provincial departments and agencies,

and representatives of the industry and interest groups. *Retrievability:* Files arranged by subject, individual, and province.

CDC/COM-015
Administrative Policies
Description: The administrative policies for the entire Commission.

CDC/COM-020
Consultative Committee
Description: Information regarding this nine-member advisory body to the Commission, which represents a variety of interests — farmers, processors, wholesalers, retailers and consumers. *Retrievability:* Files arranged chronologically by subject.

CDC/COM-025
Canadian Milk Supply Management Committee
Description: Information on the Commission's activities as chairman of the Canadian Milk Supply Management Committee, which administers the federal-provincial agreement, the Comprehensive Milk Marketing Plan. *Topics:* National industrial milk and cream supply management systems. *Retrievability:* Files arranged chronologically, by subject, and by province.

CDC/PEC-030
Policy
Description: Information on policy development; consultations with other federal agencies and provincial, producer and processor agencies, boards and organizations, on income support, price stability, research on price determination, statistical data, reports, forecasts, trends, related correspondence. *Topics:* Milk and milk-product production, demand, sales, costs of milk product and processing, market share quotas, stocks, levies, targets, federal support and product prices. *Storage Media:* EDP systems and subject files.

CDC/SOP-035
Producers
Description: Information on each producer. *Topics:* Monthly milk production; market share quotas; monthly subsidy payments; communications with either the producer or provincial agency. *Storage Media:* EDP systems, microfilm. *Retrievability:* Files arranged by individual and province.

CDC/SOP-040
Plants and Provincial Agencies
Description: Listing of milk processing plants in Canada which report shipments of industrial milk and cream, provincial milk marketing agencies and the records of milk shipments and levies by province only. *Retrievability:* Files arranged by product, province and plant.

CDC/SOP-045
Production of Milk and Cream
Description: Information on industrial milk and cream production by producer, by province (and in some cases by plant) and a variety of summary tables such as summer-winter milk production by province, and degree of integration by province. *Retrievability:* Files arranged by product, individual, and province.

CDC/SOP-050
Subsidy Rules
Description: Rules and regulations on the eligibility for and payment of subsidy to milk producers on their qualifying shipments of industrial milk and cream.

CDC/SOP-055
Subsidy Payments
Description: Information on payments made to producers for qualifying shipments of industrial milk and cream. *Storage Media:* EDP systems, microfilm. *Retrievability:* Files arranged by registration number sequence and province.

CDC/SOP-060
Levies
Description: Information on funds collected by provinces from producers and remitted to the Commission to cover costs of exporting dairy products, surplus to domestic needs. *Retrievability:* Files arranged by subject matter and province.

CDC/MOP-065
Sales
Description: Quotes, negotiations and contracts of dairy products marketed by the Commission. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by product, country, and company.

CDC/MOP-070
Purchases
Description: Tenders, negotiations and contracts of purchases of dairy products by the Commission. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by product, country and company.

CDC/MOP-075
Warehousing
Description: Tenders, negotiations and contracts for storage facilities used by the Commission to store dairy products across Canada. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by province, port, company, and city.

CDC/MOP-080
Transport
Description: Tenders, negotiations and agreements for the truck, train and boat transport used by the Commission to move dairy products. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by mode, commodity, country, province, company, and product.

CDC/MOP-085
Inventories
Description: Inventories of dairy products held by the Commission. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by product and warehouse.

CDC/MOP-090
Export Assistance
Description: Information on the payment of dairy farmers funded export assistance on dairy products marketed by exporters. *Storage Medium:* EDP systems. *Retrievability:* Files arranged chronologically by company and product.

CDC/MOP-095
Animal Feed Assistance
Description: Information on the use of dairy farmer levy funds to make skim milk powder available for animal feed when the domestic market is short of such supplies. *Storage Medium:* EDP systems. *Retrievability:* Files arranged chronologically by company.

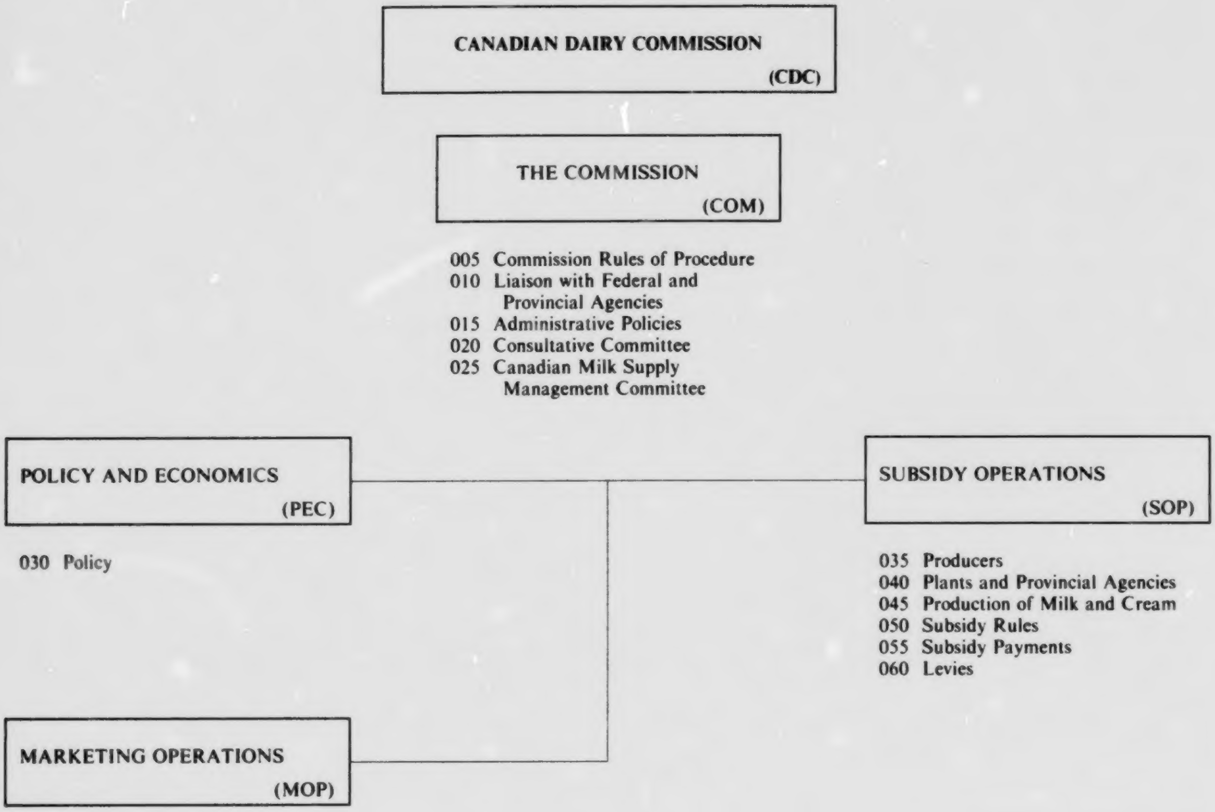
CANADIAN DAIRY COMMISSION

CDC/MOP-100

Domestic Product Promotion, Product and Market Research

Description: Commission-funded product and market research, and product promotion. *Retrievability:* Files arranged by subject, product and project (research reports are available).

CANADIAN DAIRY COMMISSION



CANADIAN DAIRY COMMISSION (CDC)

THE COMMISSION (COM)

005 Commission Rules of Procedure
010 Liaison with Federal and Provincial Agencies
015 Administrative Policies
020 Consultative Committee
025 Canadian Milk Supply Management Committee

POLICY AND ECONOMICS (PEC)

030 Policy

SUBSIDY OPERATIONS (SOP)

035 Producers
040 Plants and Provincial Agencies
045 Production of Milk and Cream
050 Subsidy Rules
055 Subsidy Payments
060 Levies

MARKETING OPERATIONS (MOP)

065 Sales
070 Purchases
075 Warehousing
080 Transport
085 Inventories
090 Export Assistance
095 Animal Feed Assistance
100 Domestic Product Promotion, Product and Market Research

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN DAIRY COMMISSION
2197 RIVERSIDE DRIVE
OTTAWA ONTARIO
K1A 0Z2

Chapter 20

CANADIAN FILM DEVELOPMENT CORPORATION

A. GENERAL INFORMATION

Historical Background

The Canadian Film Development Corporation was established by an Act of Parliament (R.S.C. 1970, chapter C-8) in March 1967. The Corporation, publicly known as Telefilm Canada, is responsible for fostering the growth and development of the private sector of the Canadian film, television and video industry.

Responsibilities

Through Telefilm Canada, the Government of Canada provides support, as a partner, to the private sector for the production of film and broadcast material, either in the form of investment funds or through a variety of resources at the Corporation's disposal.

The Corporation meets the diverse needs of this industry through a wide range of funds. Support is available at all stages of the process, from screenplay development to final producton and beyond to the distribution and marketing of the finished product in Canada and abroad.

Telefilm Canada is a Crown corporaton that reports to Parliament through the Minister of Communications. It is headed by a board of directors and a chairman appointed by the Governor in Council. The Governor in Council, on the recommendation of the Corporation's board, also appoints an executive director who acts as chief executive officer and is responsible for day-to-day operations. Headquarters is located in Montreal with offices in Toronto, Vancouver, Halifax, Los Angeles, Paris and London.

Legislation

- Canadian Film Development Corporation Act, 1970, R.S.C. chapter C-8.

Organizational Units and their Role

Planning and Policies

This sector is responsible for the formulation of policies and strategies for the administration of Corporation funds. The sector is also responsible for establishing formal liaison with industry representatives and federal and provincial institutions, and for the evaluation of the cultural and industrial impact of Telefilm Canada policies.

Production and Development

This sector has overall responsibility in the administration of the Feature Film Fund, the Canadian Broadcast Program Development Fund and the Interim Financing Fund. It co-ordinates decision-making and production and development activities among the Canadian offices of the Corporation.

Financing and Administration

This sector is responsible for: financial planning; monitoring spending and commitments; financial tracking; personnel; computer systems; legal affairs; and contract management.

Marketing and International Affairs

This sector is responsible for the overall administration of marketing, distribution and export activities and funds, in order to promote the visibility and competitiveness of Canadian productions in Canada and abroad, and to foster growth in distribution-related sectors. The sector is also responsible, on behalf of the Minister of Communications, for the administration of Canada's co-production treaties with Algeria, Belgium, China, Czechoslovakia, the Federal Republic of Germany, France, Hungary, Israel, Italy, Morocco, New Zealand, Spain, Switzerland, the United Kingdom, and Yugoslavia. It also evaluates applications made under these treaties and makes recommendations to the Minister regarding provisional and final approval.

Manuals

- Policy Manual — The Canadian Film Development Corporation

Additional Information

General information on current Corporation funds or activities may be obtained in person, by telephone, or by writing to any of the Corporation's offices listed below:

Montreal — Head Office

Telefilm Canada
National Bank Tower
600 de la Gauchetière Street West, 14th Floor
Montreal, Quebec
H3B 4L2
(514) 283-6363

Regional Offices

Toronto

Telefilm Canada
130 Bloor Street West, Suite 901
Toronto, Ontario
M5S 1N5
(416) 973-6436

Vancouver

Telefilm Canada
1185 West Georgia Street, Suite 1200
Vancouver, British Columbia
V6E 4E6
(604) 684-7262

Halifax

Telefilm Canada
Maritime Centre
1505 Barrington Street, Suite 1205
Halifax, Nova Scotia
B3J 3K5
(902) 426-8425

International Offices

Los Angeles

144 South Beverly Drive
Suite 400
Beverly Hills, California 90212
U.S.A.
(213) 859-0268
Telex: 673-688
Fax: (213) 276-4741

Paris

15, rue de Berri
75008 Paris
France
(1) 45.63.70.45
Telex: 42-648082F
Fax: (1) 42.25.33.61

London

55/59 Oxford Street
Fourth Floor
London, WIR IRD
England
(1) 437-8308
Telex: 923-753
Fax: (1) 734-8586

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Canadian Film Development Corporation (Telefilm Canada)
14th Floor, National Bank Tower
600 de la Gauchetière Street West
Montreal, Quebec
H3B 4L2
(514) 283-6363

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of the Corporation has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The addresses of the Corporation's offices are listed above under "Addition Information".

Classes of Records

CFD/PPO-005
Policy and Planning
Description: Information on internal Corporation policy and the evaluation and response to policy planning of other government departments and agencies, as well as professional interest groups. *Topics:* Financial planning; internal policy and planning; federal government; general industry policy; industry relations. *Retrievability:* Financial planning files arranged according to date; all other files arranged alphabetically by issue or organization.

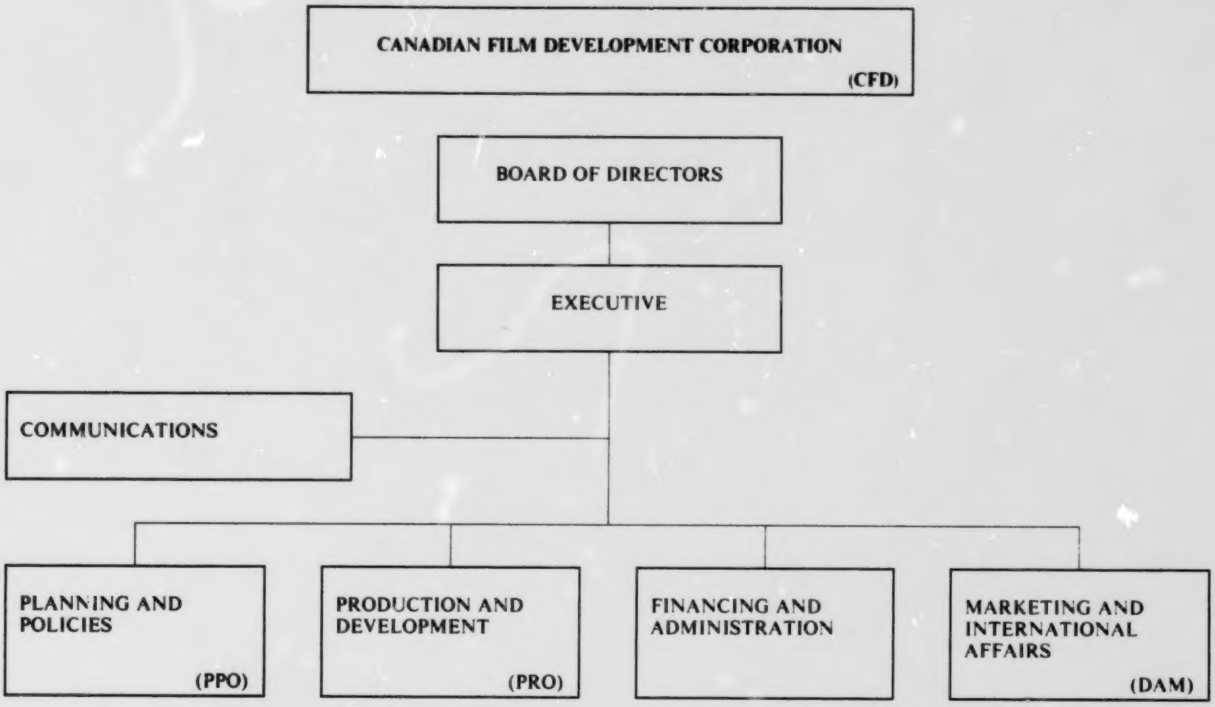
CFD/PPO-010
Co-production Treaties
Description: Information on the maintenance or renegotiation of current co-production treaties, relevant correspondence and negotiation of possible treaties and projects which have been submitted for official co-production status. *Topics:* Treaties; policies; projects. *Retrievability:* Files arranged by country or project.

CFD/PRO-015
Production
Description: Information on transactions carried out under the Corporation's production fund. *Topics:* Readers' reports; contracts; financial information; subsidiary documents. *Retrievability:* Submissions accepted or rejected, arranged by project title.

CFD/DAM-020
Industry Support
Description: Information on transactions carried out under the Corporation's industry support fund. *Topics:* Festivals; markets; seminars and workshops. *Retrievability:* Files arranged by event or organization.

CFD/DAM-025
Distribution and Marketing
Description: Information on transactions carried out under the Corporation's distribution and marketing funds, as well as on the distribution or marketing of films. *Topics:* Contracts; revenues; distributors; agents; territories; and markets. *Retrievability:* Files arranged by country, company, market or project title.

CANADIAN FILM DEVELOPMENT CORPORATION


CANADIAN FILM DEVELOPMENT CORPORATION
(CFD)
BOARD OF DIRECTORS
EXECUTIVE
COMMUNICATIONS
PLANNING AND POLICIES
(PPO)
PRODUCTION AND DEVELOPMENT
(PRO)
FINANCING AND ADMINISTRATION
MARKETING AND INTERNATIONAL AFFAIRS
(DAM)

005 Policy and Planning
010 Co-production Treaties

015 Production

020 Industry Support
025 Distribution and Marketing

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN FILM DEVELOPMENT
CORPORATION (TELEFILM CANADA)
14th FLOOR, NATIONAL BANK TOWER
600 DE LA GAUCHETIERE
STREET WEST
MONTREAL, QUEBEC
H3B 4L2

Chapter 21

CANADIAN HUMAN RIGHTS COMMISSION

A. GENERAL INFORMATION

Historical Background

The Canadian Human Rights Commission was given its mandate with the passage in July 1977 of the *Canadian Human Rights Act*. The Act became operative on March 1, 1978.

Responsibilities

The Commission's mandate is to foster the principle that every individual should have an equal opportunity to participate in all shperes of Canadian life, consistent with his or her duties and obligations as a member of society.

This mandate is carried out in two ways. First, is deals with complaints of discrimination in employment or in the provision of goods, services, facilitites or accommodation based on ten prohibited grounds of discrimination: race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, or conviction of an offence for which a pardon has been granted. Its jurisdiction includes federal government departments and agencies, Crown corporations and institutions such as chartered banks, airlines, interprovincial transportation systems, as well as the federally-regulated portions of the private sector. In order to deal with complaints of discrimination, the Commission must collect personal information about the complainant, employees of the respondent, and third parties. The information could include race, age, marital status, medical or educational history, and is used in order to determine whether there has been a violation of the *Canadian Human Rights Act*.

Secondly, the Commission conducts information programs in the field of human rights, provides advice, issues guidelines, conducts research, reviews regulations and other instruments, maintains close liaison with the provinces and endeavours to reduce discriminary practices.

Legislation

- Age Guidelines (SI/78-165, October 25, 1978)
- Canadian Human Rights Benefit Regulations (SOR/80-68, January 11, 1980; amendment: SOR/82-783, August 19, 1982; SOR/83-615, July 28, 1983; SOR/85-512, May 31, 1985)
- Customs and Excise Human Rights Investigation Regulations (SOR/83-196, February 25, 1983)
- Equal Wage Guidelines (SOR/86-1082, November 18, 1986)
- Human Rights Tribunal Appeal Regulations (SOR/80-394, May 27, 1980; SOR/86-294, March 19,1986)
- Immigration Guidelines (SI/80-125, July 23, 1980)
- Immigration Investigation Regulations (SOR/80-686, August 27, 1980)

Organizational Units and their Role

The Commission is headed by the Chief Commissioner who has deputy minister status, and is supported by the Deputy Chief Commissioner and the Secretary General. There are six administrative operational branches at headquarters: Legal Services, Corporate Services, Complaints Procedures, Employment and Pay Equity, Policy and Communications and Regional Operations. The Commission also maintains seven regional offices in Halifax, Montreal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

Legal Services Branch

This branch provides legal advice to Commission members and staff on all legal matters which come under the jurisdiction of the Commission, and information and advice on the administration of legal matters pertaining to legal proceedings by or against the Commission in a Human Rights Tribunal or in a court of law. Staff of the Branch are responsible for the conduct of cases

Policy and Communications Branch

This branch is responsible for implementing and evaluating programs to enhance public awareness of the provisions of the *Canadian Human Rights Act* and the role of the Commission in preventing discrimination and encouraging compliance with the Act. Its activities include the production and distribution of materials such as the annual report, the *Dossier* newsletter, news releases, speeches, policy papers and special publications informing Canadians on how they can avail themselves of the protection provided by the Act. This branch is also responsible for supporting the Commission's decision-making by undertaking applied research, developing policies and guidelines on human rights issues as well as positions on Government initiatives affecting human rights. These activities support the work of other branches of the Commission as well as the work of the commissioners. The Commission library is part of this branch.

Complaints Procedures Branch

This branch is responsible for ensuring that complaints of discrimination filed with the Commission are investigated in an efficient and timely manner consistent with the principles set out in the *Canadian Human Rights Act*. The Branch is responsible for the development and implementation of policies and standards for all compliance activities. The Branch is also responsible for conciliation and adaptation plans. In addition, the Branch plays a preventative role by providing advisory services to organizations coming under the jurisdiction of the Commission, in order to help them review and modify their systems and practices so that they comply with the Act.

Employment and Pay Equity Branch

This branch is responsible for the enforcement of pay and employment equity. Employment equity analyses the data generated by the *Employment Equity Act* in order to initiate complaints or to take other appropriate action to ensure compliance with the *Canadian Human Rights Act*.

Regional Operations Branch

This branch co-ordinates and manages the work of the seven regional offices relating to complaints and public information programs. The Branch is responsible for translating the Commission's strategic plan into regional goals and measuring regional performance. The Branch provides line supervision to regions and represents regional interests at headquarters.

Corporate Services Branch

This branch provides all administrative support services such as finance, personnel, secretariat, accommodation, records management and material management.

Manuals

- CHRC Compliance Manual
- CHRC Interpretation Manual
- The Commission and Legislative Authority Manual
- Administrative Manual

Additional Information

Requests for further information about the Canadian Human Rights Commission and its different publications can be obtained by contacting:

Information and Production Services
Canadian Human Rights Commission
13th Floor, Place de Ville
320 Queen Street
Ottawa, Ontario
K1A 1E1

Policy and Communications Branch
(613) 995-1151

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Canadian Human Rights Commission
13th Floor, Place de Ville
320 Queen Street
Ottawa, Ontario
K1A 1E1
(613) 995-1151

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of these institutions has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The addresses are:

Canadian Human Rights Commission
13th Floor, Place de Ville
320 Queen Street
Ottawa, Ontario

Regional Offices

Atlantic Region
5670 Spring Garden Road, Room 300
Halifax, Nova Scotia

Quebec Region
1253 McGill College Avenue, Room 330
Montreal, Quebec

National Capital Region
270 Albert Street, Room 915
Ottawa, Ontario

Ontario Region
Arthur Meighen Building
55 St. Clair Avenue East, Room 623
Toronto, Ontario

Prairie Region
275 Portage Avenue, Room 718
Winnipeg, Manitoba

Alberta and Northwest Territories Region
Liberty Building
10506 Jasper Avenue, Room 401
Edmonton, Alberta

Western Region
609 West Hastings Street, Room 600
Vancouver, British Columbia

Classes of Records

HRC/LEG-005
Legal Matters
Description: Information on the administration of legal matters, regulations and guidelines established for operational purposes; legal research on various subjects. *Topics:* Regulations and guidelines as identified under Laws and Regulations above, legal research on issues such as jurisdiction, judicial review, remedies, evidence, primacy; legal opinions by ground of discrimination. *Retrievability:* Files arranged by subject. *Storage Medium:* Paper.

HRC/RPB-010
Research and Policy
Description: Reports by CHRC researchers and by contract organizations, survey questionnaires and data, background materials and policy analysis in human rights. *Topics:* Surveys, research — various grounds of discrimination; discriminatory practices; international organizations and foreign governments; federal interdepartmental committees; provincial governments; relevant correspondence. *Retrievability:* Files arranged by report title or subject matter.

HRC/CCB-015
Human Rights/Discrimination/Amendments
Description: Information on human rights and discrimination of a general nature; *Canadian Human Rights Act* amendments; committees; conferences. *Topics:* Human rights — general; discrimination — general; *Canadian Human Rights Act* amendments — general, government and non-government organizations,

accessibility standards, adaptation plans; committees — general, government and non-government organizations; conferences. *Retrievability:* Files arranged by subject or organization.

HRC/CCB-020
Employment Systems
Description: Documentation, correspondence and information on the employment policies and practices of federally regulated and provincially regulated employers; also CHRC policies on the application of the *Canadian Human Rights Act* to employment policies and practices (i.e. employment systems). *Topics:* Policies and procedures — employment systems — federal departments, Crown corporations and agencies, chartered banks, communication organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations, provincially regulated employers. *Retrievability:* Files arranged by organization.

HRC/CCB-025
Special Programs and Arrangements
Description: Documentation, correspondence and information on special programs, plans or arrangements undertaken by federally regulated employers or service providers; also CHRC policies on the application of the *Canadian Human Rights Act* to special programs and arrangements. *Topics:* Policies and procedures — CHRC, provincial human rights commissions, foreign governments and agencies, contract compliance, consultants; special programs related to employment — studies and research, federal departments, Crown corporations and agencies, chartered banks, communications organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations; special programs related to services — federal departments, Crown corporations and agencies, chartered banks. *Retrievability:* Files arranged by organization.

HRC/RPB-030 *Formerly identified as:* HRC/PPB-030
Information and Production
Description: Information on the administration of the Commission's public affairs and relations. *Topics:* CHRC publications; advertising; displays, lectures, conferences and other community activities; library services; miscellaneous enquiries; press clippings and press releases.

HRC/RPB-035 *Formerly identified as:* HRC/PPB-035
Program Delivery
Description: Information on contacts and activities with employers, unions and non-governmental organizations; education programs; community and outreach activities and CHRC meetings. *Topics:* Education programs; consulting activities; information programs. *Retrievability:* Files arranged by organization and project.

HRC/RPB-040 *Formerly identified as:* HRC/PPB-040
General Liaison
Description: Co-operative liaison on administrative and operational subject matters with various governments, agencies and institutions. *Topics:* Federal departments and agencies; international governmental organizations; provincial and territorial governments and agencies; provincial human rights commissions; universities, colleges, schools and institutions. *Retrievability:* Files arranged by organization.

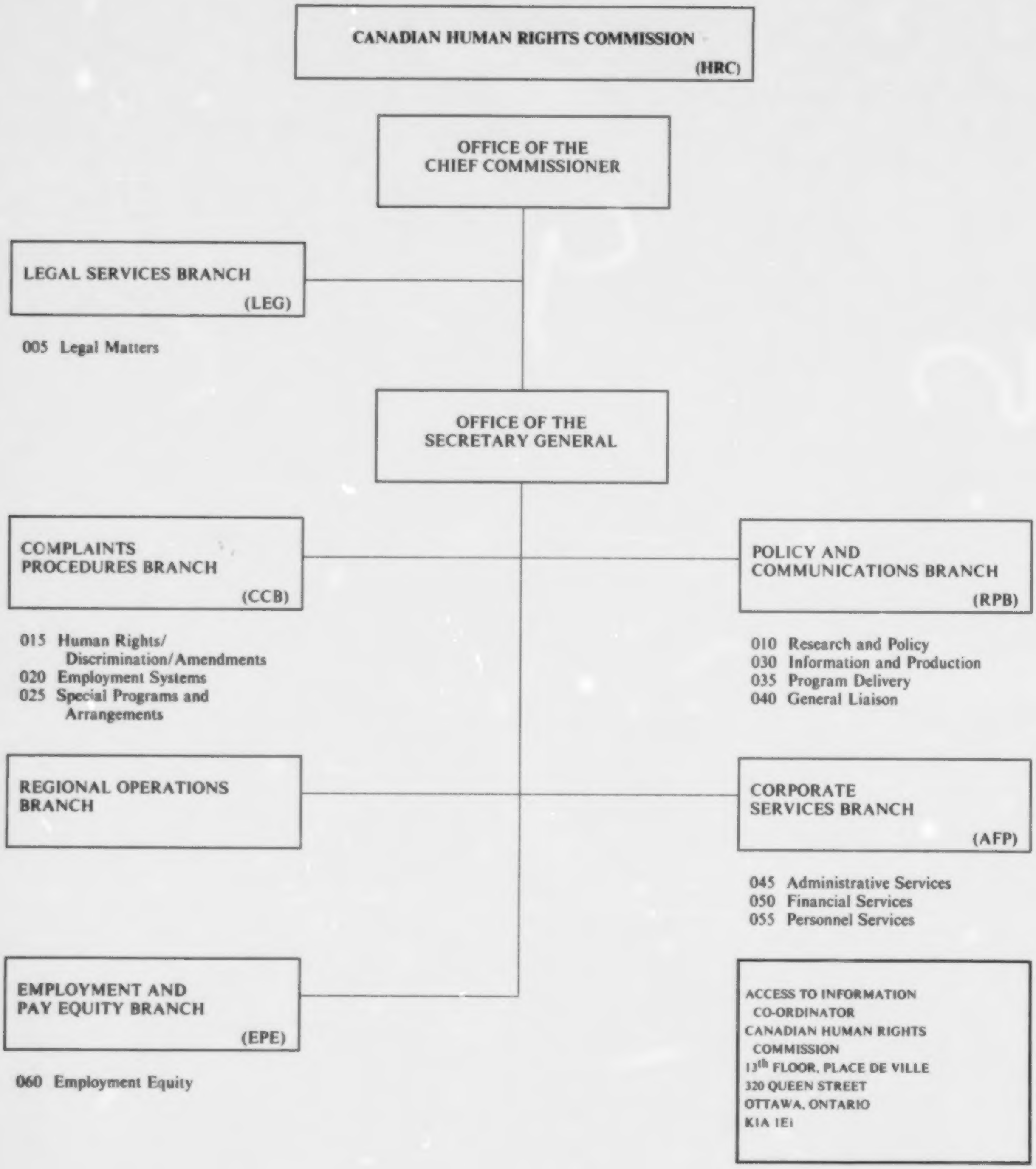
HRC/AFP-045
Administrative Services
Description: Correspondence, memoranda, reports, statistics on the general administration and operation of the Commission. *Topics:* Associations, directives committees, conferences and meetings, records of proceedings, management systems, records management, security, accommodation, office equipment and supplies, maintenance and repairs.

HRC/AFP-050
Financial Services
Description: Correspondence, memoranda, reports, statistics on the financial management of all programs and activities within the Commission. *Topics:* Accounts, audits, budget, contracts, hospitality, grants, signing authorities, travel.

HRC/AFP-055
Personnel Services
Description: Correspondence, memoranda, reports, statistics on the general personnel management activities within the Commission. *Topics:* Appointments, official languages, classification, employment and staffing, health/medical services, insurance, resource planning, salaries/wages, superannuation/pension plans, staff relations, training/development.

HRC/EPE-060
Employment Equity (New)
Description: Information on employment equity policy, compliance procedures under the *Employment Equity Act* and the Commission's review and analysis of employment equity data.

CANADIAN HUMAN RIGHTS COMMISSION


CANADIAN HUMAN RIGHTS COMMISSION (HRC)
OFFICE OF THE CHIEF COMMISSIONER
LEGAL SERVICES BRANCH (LEG)
005 Legal Matters
OFFICE OF THE SECRETARY GENERAL
COMPLAINTS PROCEDURES BRANCH (CCB)
015 Human Rights/ Discrimination/Amendments
020 Employment Systems
025 Special Programs and Arrangements
POLICY AND COMMUNICATIONS BRANCH (RPB)
010 Research and Policy
030 Information and Production
035 Program Delivery
040 General Liaison
REGIONAL OPERATIONS BRANCH
CORPORATE SERVICES BRANCH (AFP)
045 Administrative Services
050 Financial Services
055 Personnel Services
EMPLOYMENT AND PAY EQUITY BRANCH (EPE)
060 Employment Equity

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN HUMAN RIGHTS
COMMISSION
13th FLOOR, PLACE DE VILLE
320 QUEEN STREET
OTTAWA, ONTARIO
KIA 1E1

Chapter 22

CANADIAN INSTITUTE FOR INTERNATIONAL PEACE AND SECURITY

A. GENERAL INFORMATION

Historical Background

The *Canadian Institute for International Peace and Security Act* was proclaimed on 28 June 1984, and took full effect on 1 October 1984.

Responsibilities

The objective of the Institute is to foster, fund and conduct research on matters relating to international peace and security; to promote scholarship in matters relating to international peace and security; to study and propose ideas and policies for the enhancement of international peace and security; and to collect and disseminate information on, and encourage public discussion of, issues concerning international peace and security.

Legislation

- Canadian Institute for International Peace and Security Act

Organizational Units and their Role

Research Division

This division directs and conducts research on matters pertaining to international peace and security. It also supports the production of background papers and newsletters and responds to enquiries from the public.

Public Programs Division

This division concerns itself with informing the non-expert public on issues of peace and security by publishing background papers and newsletters and by organizing workshops, conferences and seminars.

Information Systems

The Institute has started to build a collection of books, journals and materials which will eventually comprise a small in-house resource centre. The library is also in the process of automating all of its systems.

Secretary-Treasurer

This division administers a programme of responsive grants, scholarships and bursaries. Separate funds are allocated to each. Responsive grants for research or public programmes activities are awarded biannually. Scholarships are offered once a year. Bursaries may be awarded at any time.

Administration Division

This division provides financial, personnel, administrative and secretarial services for the efficient operation of the Institute.

Additional Information

Requests for further information about the Institute and its various programs and functions may be directed to:

Access to Information and Privacy Co-ordinator
Canadian Institute for International Peace and Security
360 Albert Street, 9th Floor
Ottawa, Ontario
K1R 7X7
(613) 990-1593

B. CLASSES OF RECORDS

Access Procedures

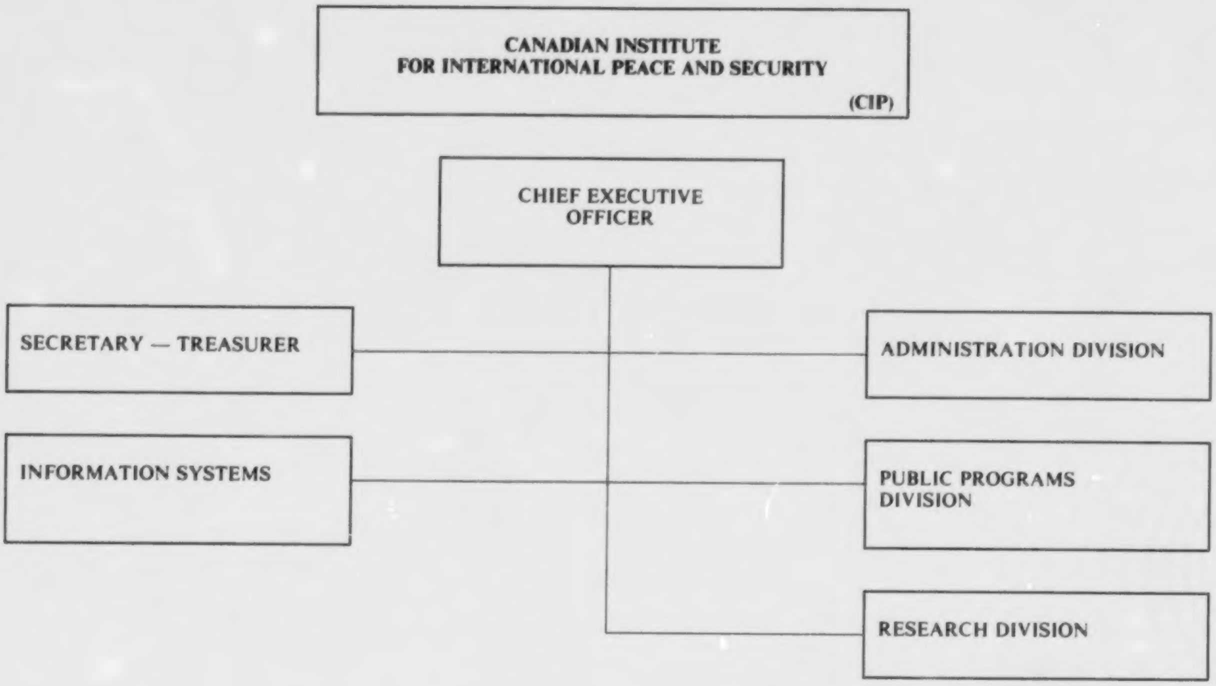
A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Canadian Institute for International Peace and Security
P.O. Box 3425, Station D
Ottawa, Ontario
K1P 6L4
(613) 990-1593

Reading Room

In accordance with section 71 of the *Access to Information Act*, the Institute has designated the library as the reading room where the public can inspect information which employees use in administering or carrying out programs or activities that affect the public. Its address is: 360 Albert Street, 9th Floor, Ottawa, Ontario.

CANADIAN INSTITUTE FOR INTERNATIONAL PEACE AND SECURITY



ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
CANADIAN INSTITUTE FOR
INTERNATIONAL PEACE AND
SECURITY
P.O. BOX 3425, STATION D
OTTAWA, ONTARIO
K1P 6L4

Chapter 23

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

A. GENERAL INFORMATION

Historical Background

The Canadian International Development Agency was designated as a department for the purposes of the *Financial Administration Act* on September 12, 1968 by Order-in-Council P.C. 1968-70.

Responsibilities

The Canadian International Development Agency (CIDA) is the principal federal entity responsible for implementing Canada's Official Development Assistance Program. CIDA's assistance to Third World countries is delivered through several channels. The overall system is designed to allow many Canadians — companies, universities, voluntary agencies, individuals and public institutions — to play their part in responding to a complex set of needs and development partners around the world: multilateral institutions, banks, research bodies, governments, co-operatives, schools and colleges.

Legislation

- Department of External Affairs Act
- Financial Administration Act
- International Development (Financial Institutions) Continuing Assistance Act

Organizational Units and their Role

The Agency is headed by the President who reports directly to the Minister for External Relations and International Development and the Secretary of State for External Affairs.

Policy Branch

The mandate of the Policy Branch is to advise the Minister, through the President, on a vast range of policy matters related to the development and overall management of Official Development Assistance (ODA).

The **Strategic Planning Division** manages or participates in Agency planning activities. It advises senior Agency officials on the management of the ODA corporate financial envelope and acts as a liaison between other functional units of the Agency and ODA Crown corporations. It also maintains corporate links with other departments and central agencies dealing with ODA matters.

The **Corporate Information and Economic Analysis Division** collects statistics and maintains a data bank showing the development, orientation and results of the Official Development Assistance (ODA) program. It prepares reports concerning Canadian ODA for the CIDA Annual Report, for other reports to Parliament, and for reports to the Development Assistance Committee of the Organisation for Economic Co-operation and Development (OECD) and other international institutions. It carries out various economic and financial analyses. It also manages the Development Information Centre, in accordance with the information needs and priorities of the Agency and of the Centre's other users.

The **Policy Co-ordination and Development Division** develops and maintains a current ODA policy reference and documentation file; and co-ordinates CIDA inputs into Cabinet documents and parliamentary committees (in consultation with the parliamentary relations officer). It co-ordinates the Corporate Policy Initiatives for the President's Committee and develops specific policies and positions at the corporate level on issues assigned by senior management. Moreover, the Division monitors and co-ordinates the development of policies by other branches to ensure that these are consistent with other Canadian policies and with the Agency's corporate policy framework. It monitors the policy developments and positions on ODA of other donors, international institutions and major domestic institutions which are relevant to Canadian ODA policy. It also co-ordinates aspects of federal-provincial relations related to ODA programming. It monitors developments and co-ordinates CIDA policy input with respect to human rights and democratic development, science and technology and other multidimensional elements of development policy. It co-ordinates consultations with the Development Assistance Committee of the OECD on development assistance issues and performance as well as development assistance relations with Arab donors.

The **Program Evaluation Division** provides the required mechanisms to periodically produce objective findings on the Agency's development activities. The findings and conclusions of these evaluations are systematically reported to management. The Division carries out its evaluation at three levels: project, program and corporate. Project evaluation is concerned with a broad range of issues, from basic efficiency and assessing the achievement of the stated objectives of individual projects to evaluating development impacts after a project has been completed. Program evaluation is intended to provide information on outputs and effects of a number of development activities which have a common objective (or set of related objectives). Corporate evaluation is the systematic gathering of verifiable information on major Agency programs, mainly to determine their effectiveness and impact. Corporate evaluation components in CIDA consist of three types of activity groupings: specific CIDA programs (i.e. Non-Governmental Organizations, Industrial Co-operation); priority development sectors (i.e. agriculture, energy, transportation, human resources development); and specific aid instruments (i.e. lines of credit). In addition, institutional (or organizational) assessment of individual organizations which receive contributions from CIDA in the multi-year or block-funding modes are carried out under the direction of the division concerned. These organizations could include Canadian non-governmental organizations as well as international institutions.

Business Co-operation Branch

The Branch co-ordinates and expands the Agency's working relations with the Canadian business community, by encouraging business to increase investment and the technological capacities of these countries.

The **Industrial Co-operation Division** attempts to stimulate increased participation by the Canadian private sector in the industrial development and growth of the Third World through joint ventures and other forms of business initiatives beneficial to developing countries and Canada.

The **Policy and Systems Division** formulates and co-ordinates policies as they relate to the Canadian business sector's participation in projects in the developing countries which fall within the development objectives of recipient countries. The Division also plans, develops, maintains and evaluates the systems related to the operations of the Business Co-operation Branch.

The **Consultant and Industrial Relations Division** is the first point of contact for firms and individuals who want to participate in CIDA programs. The Division registers consultancy firms or individuals, contractors and trading houses in order to be eligible for contracts. It informs manufacturing firms, suppliers and consultants offering their services on how CIDA operates, what the Agency's program priorities are, how contracts are awarded and how the procurement of goods process works within CIDA. It liaises with provincial governments and regional DRIE offices. Also, CIDA regional information centres have been opened in Montreal and Vancouver to allow firms across Canada ready access to advice and information on CIDA.

Multilateral Programs Branch

CIDA funds for multilateral programs are channelled through United Nations agencies and other international development organizations. In addition, CIDA and the Department of Finance provide funds to international financial institutions such as the regional development banks and the World Bank. Most of these organizations operate a variety of programs, so that CIDA contributes to some 65 programs in all. While the organizations are responsible for the administration of projects, Canada participates in their governing bodies to ensure that the organizations are operating within appropriate policy and operational guidelines, and that they meet Canada's interests and those of the international community as a whole. The Multilateral Branch is composed of the following four divisions.

The **Multilateral Technical Co-operation Division** funds some 35 international programs engaged in a wide variety of development-related areas, particularly technical co-operation in key areas such as human resource development, agricultural research, health, population and women in development. In addition to the development programs in the United Nations (e.g. UNDP, UNICEF, UNFPA, WHO), programs related to the Commonwealth, the various institutions of *la Francophonie* and the Consultative Group for International Agricultural Research are also administered by the Division.

The **Food Aid Co-ordination and Evaluation Centre** is responsible for the total CIDA food aid program. It prepares and processes all submissions seeking approval for food aid projects; co-ordinates the planning of food aid activities in consultation with operating branches; initiates discussions on and participates in the process of food aid budget reallocations when necessary during the course of the fiscal year, in consultation with operating branches. The Centre serves as a co-ordinating centre within the Agency in policy and program discussions concerning food aid with Treasury Board, the Department of External Affairs, the Department of Agriculture, the Department of Finance, the World Food Program, the Canadian Wheat Board, the Canadian Dairy Commission, and food producers and processors. The Centre also acts as team leader on the Food Aid Program Team and its core groups.

The **Financial Institutions Division** develops and maintains the international financial institutions as mechanisms for development financing. It provides guarantees (i.e., callable capital) to facilitate the recycling of private capital resources for development financing, and in so doing multiplies the availability of such financing. The funds are provided to regional development banks for use in their first and second windows as well as for technical assistance purposes. The Division also participates with other departments in the management of Canadian assistance provided through the Department of Finance to the World Bank Group. It ensures that the international financial institutions (IFIs) are managed in a manner to maintain their credit worthiness in the international capital markets. The Division fosters policies within the IFIs that are consistent with the developmental and humanitarian principles of Canadian foreign policy.

The **International Humanitarian Assistance Program** provides financial support for efforts to alleviate human suffering caused by natural and man-made disasters abroad. This assistance is normally channelled through international institutions and Canadian and international non-governmental organizations involved in such work. Grants are given primarily in support of the regular programmes of three major institutions: the United Nations High Commissioner for Refugees (UNHCR), the United Nations Relief and Works Agency for Palestinian Refugees (UNRWA), and the International Committee of the Red Cross (ICRC). Grants are also given in support of special country appeals or for projects launched by these and other humanitarian institutions. To ensure the flexibility needed by an emergency response mechanism, a policy of providing largely untied IHA programme grants is maintained.

Special Programs Branch

The **Programming, Planning and Evaluation Division** participates in the strategic overview, program reviews, the Agency's work plan and the multi-year operational plan, and co-ordinates the Branch's programs of assistance with the activities of other CIDA units. It also co-ordinates country focus activities by non-governmental organizations, institutions and area branches of CIDA. As well, the Division establishes policies and plans to assist the vice-president in the management of operations, manages Branch audit and evaluation operations, and establishes and maintains Branch information systems.

The **Non-governmental Organizations Division** makes matching contributions for international development projects/programs of Canadian non-governmental organizations (NGOs), religious groups, development agencies, service clubs, women's organizations and youth associations. In addition, it contributes to Food Aid projects of organizations involved in that type of work. It also supports overseas development projects being carried out by provincial governments.

The **Institutional Co-operation and Development Services Division** contributes to the programs of non-governmental institutions sending volunteers overseas or to youth exchange programs, educational institutions, co-operatives, unions and professional associations. It is organized in three programs: Educational Institutions; Development Services; and Co-operatives, Unions and Professional Associations. The Educational Institutions Program promotes the efforts of Canadian post-secondary educational institutions in co-operating with counterpart institutions in developing countries to improve their curricula and provide staff development. It provides for international co-operation between universities and colleges in technical, vocational and scientific sectors. It also supports scholarship programs initiated by Canadian post-secondary educational institutions as well as a program of university-based centres of excellence for the promotion of international development. The Development Services Program supports the volunteer-sending and youth exchange activities of Canadian non-governmental agencies. The Co-operatives, Unions and

Professional Associations Program supports co-operation between co-operatives, labour organizations and professional associations in co-operating with similar groups in developing countries.

The **International NGO Programs Division** supports the activities of non-governmental organizations which are of international scope. Its focus is strengthening Third World INGO's and promoting women in decision-making positions in key development co-operation areas.

The **Public Participation Program** supports the activities of non-governmental organizations and institutions working to make the Canadian public aware of the issues and problems of developing countries with a view to promoting participation in international development activities.

The **Management for Change Program** stimulates and supports innovative ways to help senior executives in developing countries to manage the process of social and economic change. It does so by bringing together key executives from Canada and counterparts in the public, private and non-profit sectors from developing countries to explore new approaches to management problems. Acting as a catalyst for short-term initiatives, the program concentrates on practical problem-solving, and gives preference to regional rather than national activities. It also seeks to improve the management capacity of key development groups, such as women and NGO managers, who often do not benefit from established programs.

Initiative Africa 2000 is a commitment by the Government of Canada to the recovery and long-term development of Africa, in the wake of the 1984-1985 famine crisis. A number of initiatives have already been announced. Commitments to date include: Partnership Africa Canada; Africa 2000 Network/UNDP; Women in Development Initiatives, the Multilateral Initiatives; and the Municipal Twinning Response. A major public awareness/development education programme centered on Africa has been undertaken.

Asia Branch

The principal objective of Asia Branch is to plan, develop and implement Canada's aid program (currently directed to some nine countries of concentration and 14 other countries within Asia); and to integrate Canadian development activities to these countries.

Under the direction of the Vice-President, Asia Branch is composed of nine program units; Asian Regional Program; Philippines; India/Nepal; Pakistan; Indonesia; Peoples' Republic of China; Thailand, Bangladesh; and Sri Lanka. Each unit is responsible for the management of aid programs to recipient countries, as well as the relationship of these programs to Canadian interests.

The program is composed of projects throughout Asia under implementation by contractors, consultants, non-governmental organizations and individual co-operants. There are approximately 300 ongoing projects, primarily concentrated in the agriculture, rural development, energy, institution building, human resource development and social development sectors, at various stages of development.

Americas Branch

The administrative regrouping of the Latin American and Commonwealth Caribbean makes it possible to take the whole continent into account when formulating a development strategy for the region's developing countries. They face five major problems: poor distribution of income; low agricultural productivity; rapid urbanization; acute unemployment and increasing debt aggravated by negative terms of exchange. Despite their merger, the two programs are distinct in structure and evolution.

The **Latin American and Central American Region Program** focuses mainly on poverty alleviation, human resource development, women's participation in development, structural adjustment and balance of payment support, environment protection. The main sectors of involvement are agriculture and food, forestry, transport, energy, health and drinking water, and telecommunications. Activities in the area of social development for the poorest people are mainly implemented by Non-Governmental Organizations (NGOs) and Non-Governmental Institutions (NGIs) and through counterpart funds developed with lines of credit. CIDA also supports numerous small development projects through the Canada Fund for local initiatives in almost all countries of the Region. In addition to bilateral programs, CIDA finances many projects implemented by NGOs, NGIs and private enterprises in the areas of social development, institutional support and industrial co-operation.

The **Commonwealth Caribbean Region Program** provides Canadian bilateral assistance to the Caribbean to encourage economic growth and stability. Food production, energy generation, and responses to the increasing balance of payments and human resource constraints are of critical concern. The bilateral program has thus focussed on the agriculture (including forestry and fisheries), public services, transportation, education, and energy sectors. In 1978, under the auspices of the World Bank, a mechanism was set up known as the Caribbean Group for Co-operation in Economic Development (CGCED). It comprises recipients, donors and multilateral institutions and serves as a consultative group on long-term economic development in the region. CIDA provides support to local initiatives through the Canada Fund for Local Initiatives, NGOs and institutional co-operation in Commonwealth Caribbean countries. Under the Joint Trade and Economic Agreement, CIDA also has a program of industrial co-operation to promote private sector development in the region.

Anglophone Africa Branch

The Anglophone Africa program at CIDA covers 30 African countries, plus regional organizations. Major sectors of involvement have been energy, transportation, human resource development and agriculture. The key trend is the new focus on structural adjustment as many countries, with deeply troubled economic situations, seek to reverse a deteriorating financial and policy situation with the aid of multilateral and bilateral donors. The continuing complexities of the South African Development Co-ordination Conference (SADCC) region, including the destabilization of many of the economies adjoining South Africa, is a key regional focus. Decentralization of programming to Dar es Salaam and Harare began in 1989. The major recipients of Canadian assistance are Egypt, Ghana, Kenya, Tanzania, Zambia, Zimbabwe and SADCC. Two trends have become apparent during the past few years. The first is an increasing emphasis on projects directed to the agriculture sector, particularily ones which will support food production. The second trend is a greater use of economic support mechanisms such as lines of credit and commodity grants. Under these mechanisms, priority is given to the provisions of goods and services which will improve the use of existing infrastructure, production facilities and essential social services. The major recipients of Canadian assistance are Egypt, Ghana, Kenya, Tanzania, Zambia and Zimbabwe. Most of this assistance is provided in the form of contributions.

Francophone Africa Branch

Canada has been increasing its assistance to the most disadvantaged countries and peoples in Francophone Africa. In the Sahel, substantial assistance has been provided to promote the development of agriculture and hydraulics at the village level. Furthermore, to end the isolation of countries and areas within countries through the construction of roads and railways, Canada is involved in the

Panafrican Telecommunications Network (PANAFTEL). In Mali and Burkina Faso, it participates in the financing of hydro-electric infrastructures. The last programme review of CIDA (1984) identified as a main objective the establishment of new socio-ecological balance in the Sahel, with a view to ending the desertification process. For this purpose, projects are being implemented following three priority themes: food balance, stabilization of vegetation cover and energy development. In addition, the transfer of resources and industrial co-operation with middle-income countries has been increasing. Overall, the transportation, agricultural education, public services (hydro-electricity and energy generally) and communications sectors have received most of the funding.

Operations Services Branch

The Branch provides services to the Agency in general and the four Geographic Branches in particular in the areas of program co-ordination, systems, development of operational policies and procedures, contracting and procurement.

The Branch is also responsible for the corporate planning and management systems common to the four geographic programmes, i.e. bilateral programmes. This function includes management of the bilateral planning and financial cycle, responsibility for developing guidelines related directly to management of the bilateral programme, and a catalytic role in stimulating innovations and improvements in programme and project planning and management.

The Branch currently consists of three separate divisions: Contract Division, Procurement Division, and the Area Co-ordination Group, (which consists of Programming and Planning and Systems and Operations).

Professional Services Branch

The Branch provides professional and technical services to the Multilateral Programs and Special Programs Branches, and particularly to the Area Branches, in the planning and implementation of CIDA aid programs and projects through an analysis of the Canadian industrial and professional resource base. It also develops and updates, in co-operation with the Policy Branch, the sectoral policies for the orientation of these programs and projects. It monitors projects to ensure that the technical quality of work being performed by Canadian consultants, contractors and technical assistants meets a high standard of proficiency and that these services are dispensed economically.

The **Infrastructure Division** provides advice and related technical services in policy formulation and in the identification, planning, implementation and operation of projects in transportation, energy, water supply and sanitation, and telecommunications, including associated studies on viability and operational feasibility training and institutional development.

The **Natural Resources Division** provides advice and related technical services in the identification, planning and implementation of programs and projects in agriculture, forestry, mining, fisheries, enterprise and resource inventories.

The **Social and Human Resource Development Division** provides advice and related technical services in the development of policy and in the identification, planning and implementation of projects in education, training, development communication, health and population, human settlements, informatics, institutional development, social sciences and integration of women in development. It also provides services to the Agency for cross-cultural orientation of co-operants and trainees, the management of certain aspects of co-operant programs, the implementation of several student and trainee programs, the provision of audio-visual services, collection of technical co-operation data, and co-ordination of Agency policy on women in development.

The **Policy and Programming Division** ensures the programming of Branch activities and defines the systems and procedures supporting their implementation. It is responsible for: the co-ordination of the development of sectoral policies and input from the Professional Services Branch (PSB) to CIDA programs and projects; the co-ordination of PSB input into Country Program Review preparation; the co-ordination of PSB input into Decentralization; and the communication of PSB policy and program activity.

The **Management Services and Consultant Selection Division** carries out the selection of consultants, individuals, firms, institutions, contractors and trading houses required in the planning and implementation of CIDA aid or in-house projects, and maintains an appropriate data bank. The assignment of specialists to project teams and the development and maintenance of the resource allocation system are co-ordinated through this division. It also develops computerized management information and sectoral systems, and provides financial and administrative support for the Branch's activities.

Comptroller's Branch

The Branch is made up of the Financial Services Division, the Management Information Systems Division and the Internal Audit Division.

The **Financial Services Division** supervises financial management advisers; provides advice and services to the branches in the areas of program planning, implementation and evaluation; develops accounting policy and systems; and controls expenditures, revenues, accounts, loans, and receivables.

Personnel and Administration Branch

This branch includes the Planning and Systems Division, the Personnel Operations Division, the Organization Planning and Development Division, the Official Languages Division, the Documentation Management Division, and the Administrative Services Division.

Public Affairs Branch

This branch includes four sections: Information; Creative Services; Research and Speechwriting; and the Strategic Planning and Speaker's Bureau. It advises the Agency on communication and public relations matters, develops and manages communication strategies, and carries out information and communication activities of the Agency. The Information Section develops and carries out, with the co-operation of the branches, communication plans addressed to target publics (the media, the business community and youth) and responds to public inquiries.

Manuals

- A Methodology Guide for Project Teams Responsible for Managing Evaluations
- Criteria, Terms and Conditions
- Directives for Branches and Divisions (describes the operational procedures of sections)

- Guide for the Use of the Logical Framework Approach in the Management and Evaluation of CIDA's International Development Projects
- Handbook 3 — Documentation Management
- Handbook 4 — Financial Management, AIDIS Coding Manual, AIDIS End User Manual, CIDA's Financial Standards for Local Costs
- Handbook 5 — Administrative Services, Administrative Bulletins, Administrative Notices
- Handbook 6 — Safety
- Handbook 7 — Security
- Handbook 8 — Bilateral Programmes, Workbook for the Preparation of Plans of Operation, Guidelines on Procurement (Goods and Associated Services) for Canadian Executing Agencies
- Handbook 9 — Personnel, Organization Charts
- Handbook 10 — Multilateral Programs, Food Aid Programming Issues
- Handbook X — Business Co-operation (in preparation)
- Handbook 11 — Resources Management
- Handbook 11 Professional Services (in preparation: will replace the existing Handbook 11 — Resources Management)
- Handbook 12 — Contracting for Services (in preparation)
- Handbook 13 — Institutional Co-operation and Development Services
- Handbook 14 — Non-Governmental Organizations (in preparation)
- Main Estimates
- Material from International Financial Institutions (IFIs)
- Memoranda to Cabinet: A Drafter's Guide
- Orders-in-Council for Crown Corporations
- Policy Compendium Issues (Human Rights, Nuclear Energy, etc.)
- Policy Manual Issues (derived from statements by Ministers, Central Agencies and the President's Committee, on topics such as Volume, Allocation, Eligibity, Sectoral Issues)
- Reports by Development Banks (World Bank, Inter-American Development Bank, African Development Bank, etc.)
- Reports by the Development Assistance Committee (DAC)

Additional Information

Requests for further information about the Canadian International Development Agency and the various programs and functions may be directed to:

Public Inquiries
Public Affairs Branch
Canadian International Development Agency
Place du Centre
200 Promenade du Portage
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0G4)
(819) 997-5006

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Canadian International Development Agency
2nd Floor, Place du Centre
200 Promenade du Portage
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0G4)
(819) 997-0866

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. This room is the Development Information Centre, situated on the 8th Floor of Place du Centre, 200 Promenade du Portage, Hull, Quebec.

The fact that the Access to Information and Privacy Unit is physically located on the same floor ensures that the necessary expertise is always available to visitors, whether it be to assist them in the completion of access to information or privacy requests, or to provide elaboration/interpretation on various aspects of the legislation.

Classes of Records

IDA/AVP-100
Projects
Description: Information on specific projects as proposed and undertaken by applicant companies.

IDA/AVP-105
Developing Countries
Description: Information on countries served by the Industrial Co-operation Program.

IDA/AVP-110
Canadian Sector
Description: Information on Canadian private sector organizations, with the Industrial Co-operation Program.

IDA/AVP-115
International Organizations
Description: Information on international financing institutions, aid agencies and regional institutions.

IDA/MVP-120
United Nations and International Agencies
Description: Information on Canada's funding and administration of the development programs of the United Nations, of the Commonwealth, of *la Francophonie* and of international agricultural research centres, as well as funding of the UN Education and Training Program for Southern Africans and the UN Fund for Namibia.

IDA/MVP-125
Conferences
Description: Information on annual and special-purpose international meetings in which Canada was a participant.

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

IDA/MVP-130

Private Investments and Incentives

Description: Information on Canada's participation in international meetings aimed at developing incentives for industry and labour to invest in underdeveloped countries. *Topics:* Canadian and international companies and corporations.

IDA/MVP-135

Associations, Societies and Institutes

Description: Information on CIDA participation in or relations with voluntary and non-government Canadian and international associations, societies and institutes.

IDA/MVP-140

Committees

Description: Information on Canadian participation in international committees for the pursuit of Canadian foreign policy. *Topics:* Federal interdepartmental committees; federal-provincial committees; international committees; UN committees.

IDA/MVP-145

Commonwealth Countries

Description: Information on Canada's funding and administration of Commonwealth programs as well as participation in meetings of heads of government, Commonwealth finance ministers, the board of representatives of the Commonwealth Fund for Technical Co-operation and the board of directors for the Commonwealth of Learning. *Topics:* Commonwealth countries; Organization of Commonwealth countries — colleges, schools, universities and churches.

IDA/MVP-150

Family Planning and Population Control

Description: Information on Canada's policy on general population matters. *Topics:* Human resources, research and development; family planning and population control.

IDA/MVP-155

Consultative Group on International Agricultural Research (CGIAR)

Description: Information on meetings concerning policy and overall financial support for the international agricultural research centres supported by the CGIAR. *Topics:* Annual International Centres Week, technical meetings and reports; economic and social development; farm cropping systems; agricultural research.

IDA/MVP-160

Producer Groups — Food and Commodities

Description: Information on producer's groups supplying processed and unprocessed commodities to Canada's Food Aid Program. *Topics:* Canadian Dairy Commission; Canadian International Grain Institute; Canadian National Millers' Association; Canadian Wheat Board; Canola Crushers of Western Canada; Association of Bean Growers; Ontario Producers.

IDA/MVP-165

Countries Receiving Food Aid

Description: Information on countries receiving Canadian bilateral food aid. *Topics:* Bangladesh; Egypt; Ethiopia; Ghana; Haiti; India; Jamaica; Kampuchea; Kenya; Laos; Mali; Mauritania; Mozambique; Nepal; Nicaragua; Pakistan; Portugal; Rwanda; Sahel; Senegal; Somalia; Sri Lanka; Sudan; Tanzania; Tunisia; Turkey; Uganda; Vietnam; Zaire; Zambia; Zimbabwe. Complete list is available on request.

IDA/MVP-170

Food Aid Commodities Basket

Description: Information on food aid commodities supplied by Canada in Canadian Food Aid Program. *Topics:* Commodities: fish; skim milk powder; vegetable oil and oilseeds; wheat; wheat flour; beans; dehydrated potatoes.

IDA/MVP-175

Other International Food and Agricultural Organizations

Description: Information on international organizations with an interest in food aid. *Topics:* Food and Agricultural Organization (FAO); World Food Council (WFC); International Food Policy Research Institute (IFPRI); Organization for Economic Co-operation and Development (OECD); United Nations Relief and Works Agency (UNRWA) — Palestinian refugees, World Food Program (WFP).

IDA/MVP-180

Canadian Food Aid Policy and Programs

Description: Information on the policy of CIDA and other government policies related to the Canadian food aid policy. *Topics:* Budget; distribution channels; procurement; Multi-Year Operational Plan (MYOP); main estimates; food aid agency policy.

IDA/MVP-185

World Food Program (WFP)

Description: Information on the policies and programs of the WFP and Canada's participation. *Topics:* Documents related to sessions of the WFP governing body and Canadian pledges to the WFP.

IDA/MVP-190

International Wheat Council (IWC)

Description: Information on Canadian participation in IWC. *Topics:* Food Aid Convention.

IDA/MVP-195

African Development Bank and Fund

Description: Information on the African Development Bank (AfDB) and its concessional arm, the African Development Fund (AfD), which are the major regional financial aid institutions in Africa. Fund lending (AfDB + AfDF) reached a cumulative total of approximately $6.4 billion (CDN) by December 31, 1988 (1967-1988), more than 80 per cent of which was borrowed by the Bank's least-developed members. *Topics:* Administration; budget; Board of Directors; Canadian line of credit; Canadian technical assistance; recruitment of Canadian personnel; evaluation; financial statements; payments and encashments; loans; operations; pipelines; general policies; financial policies; procurement; establishment and organization; Canadian accession; Board of Governors; constituency; replenishment of resources and other related topics.

IDA/MVP-200

Inter-American Development Bank

Description: Information on the Inter-American Development Bank (IDB), which assists the developing countries of Latin America and the Caribbean. The IDB's commitments exceeded $3 billion (US) in 1985, but have since fallen in successive plans to $1.6 billion (US) in 1988. Canada, a major supporter of the IDB with 4.4 per cent of the capital stock, contributed $34.4 million (CDN) and $13.2 million

(CDN) respectively to the capital and concessional fund operations. *Topics:* Administration; finance, capital interregional operations of seventh General Resource Increase (1990-1993); Fund for Special Operations; regional institutions; other funds.

IDA/MVP-205
Caribbean Development Bank
Description: Information on the Caribbean Development Bank (CDB), which is the major financial development institution serving the Commonwealth Caribbean. *Topics:* Administration; finance, ordinary capital operations; Special Fund operations; Caribbean region in general; Caribbean Division.

IDA/MVP-210
Asian Development Bank and Fund
Description: Information on the Asian Development Bank (AsDB), which together with its concessional Asian Development Fund (AsDF), is the major regional financial institution serving the countries of Asia and the South Pacific, in particular the poorest countries of the region where a large part of the world's population lives. *Topics:* Administration; finance; ordinary capital operations; concessional funds operations; technical assistance.

IDA/MVP-215
World Bank Group
Description: Information on the World Bank, which is seen by many as one of the leading international development institutions, given the size and scope of its programs. The Bank acts as a forum for the discussion of key development policy issues and implements innovative assistance projects and programs in sectors such as rural development and agriculture, and water supply and sanitation. *Topics:* Information on the constitution and organization of the International Bank for Reconstruction and Development (IBRD); analysis of the needs of less-developed countries; operations, finances; IBRD-IDA (International Development Association) geographic programs; sectors; reporting documentation; annual meetings; IDA; International Finance Corporation (IFC).

IDA/MVP-216
International Fund for Agricultural Development (IFAD)
Description: IFAD was established in 1977 to fund programs and projects to increase food production, reduce undernourishment and alleviate rural poverty in developing countries. *Topics:* IFAD constitution and organization; analysis of needs of developing countries; operations; finance; geographic and social programs; reporting documentation; annual meeting.

IDA/MVP-217
Canadian and International NGOs and United Nations Institutions Specialized in Humanitarian Assistance
Description: Information on operations and Canada's funding of organizations and institutions responsible for providing assistance to victims of natural and man-made disasters, including refugees. *Topics:* United Nations High Commissioner for Refugees; UN Relief and Works Agency for Palestinians in the Near East; Office of the United Nations Disaster Relief Co-ordinator; International Committee of the Red Cross; League of Red Cross and Red Crescent Societies; Canadian Red Cross Society; Canadian Catholic Organization for Development and Peace; Canadian Council of Churches; Oxfam Canada; World Vision.

IDA/MVP-218
Disaster Relief
Description: Information on the type of response provided by Canada in cases of natural and man-made disasters. *Topics:* Countries affected; population affected; type of disaster; projects funded; costs.

IDA/MVP-219
Disaster Preparedness and Prevention
Description: Information on projects funded by Canada and aimed at providing support to disaster prone countries so as to help them to better prepare for disasters. *Topics:* Pan Caribbean Disaster Preparedness and Prevention Project; Health Sector preparedness project for Central American and Latin American countries; WHO preparedness project.

IDA/SVP-220
Non-governmental Organizations (NGOs)
Description: Information on non-governmental organizations dealing with CIDA's NGO Division and seeking CIDA financial assistance for their development programs and projects in Third World countries. *Topics:* Organizational structure and mandate; financial situations; board members; constituency.

IDA/SVP-225
Overseas Development Projects
Description: Information on all overseas projects for which a CIDA contribution has been approved. *Topics:* Name of NGO; description of projects; budget and requested CIDA contribution.

IDA/SVP-230
Public Participation Program Projects
Description: Information on all public education projects in Canada for which a CIDA contribution has been approved. *Topics:* Name of NGO; description of project; budget and requested CIDA contribution.

IDA/SVP-235
Management for Change (MFC)
Description: Information on all projects for which a CIDA contribution has been approved. *Topics:* Name of non-governmental organizations, description of project, budget and requested CIDA contribution; organizational files on organizations; MFC Operation Manual.

IDA/SVP-240
Contacts
Description: Information and correspondence on contacts with Third World countries.

IDA/SVP-245
International Non-governmental Organizations (INGOs)
Description: Information and correspondence on INGOs, projects, CIDA grants, and political conditions within Third World countries or regions where the projects are located.

IDA/SVP-250
Institutional Co-operation and Development Services
Description: Information on organizations seeking financial support from the Division. *Topics:* Associations, clubs, institutes, societies, colleges, universities, co-operatives, labour organizations, training hospitals — organization structure, mandate, financial situation;

contacts and correspondence with Third World countries; subsidized projects — organization, type of assistance, grant amount.

IDA/SVP-255

Projects

Description: Information on specific projects as proposed and undertaken by applicant companies. *Retrievability:* Files arranged by country, year and project.

IDA/SVP-260

Developing Countries

Description: Information on countries served by the Industrial Co-operation Program.

IDA/SVP-265

International Organizations

Description: Information on international financing institutions, aid agencies and regional institutions.

IDA/BSD-270

Bangladesh

Description: CIDA's program in Bangladesh includes food aid, commodities (industrial raw materials and potash) and a variety of projects concentrated in the agriculture, rural development, rail transportation, energy and population sectors. Specific project activities include assistance to women's groups for population planning and income generation; financial and technical support for landless co-operatives; construction of small-scale irrigation structures; ongoing assistance to Bangladesh Railways; and support for the development of natural gas reserves.

IDA/BSD-275

India

Description: CIDA's assistance to India emphasizes energy, agriculture and human resources development. Current major projects include assistance to major hydro power projects: India's National Hydroelectric Power Corporation (to undertake the installation of the 540Mw Chamera hydroelectric dam and power transmission system) and a power transmission enhancement system for the Kerola State Electricity Board. In addition, a line of credit is in place for requirements in the oil and gas sector. Food aid, in the form of Canola oil, has been provided to support the development of oilseed processing co-operatives in India; potash is being provided to generate counterpart funds for a major agricultural extension project; contribution funds are being used to support a social forestry project in the state of Andhra Pradesh, a Professional Development and Training Facility Project and a computer project, providing institutional building and human resource development.

IDA/BSD-280

Nepal

Description: The focus of Canadian programs in Nepal is on human resource development and institution-building in rural development, energy, civil aviation and rural health. Current projects include integrated rural development activities in Mid-West Nepal, institution-building for national water and energy resources planning, and maintenance and operational support for Nepal's civil aviation sector.

IDA/BSD-285

Sri Lanka

Description: The Sri Lanka Program focuses on support to the rural poor population, and includes projects in agricultural development, irrigation and resettlement (including projects to support the earlier Canadian investment in the Maduru Oya reservoir complex), commodity assistance, honey production, food aid, rural credit, human resources development, inland fisheries, environmental rehabilitation, and urban and rural health. The Program also includes support to Sri Lanka's reconstruction and rehabilitation program.

IDA/BSD-290

Pakistan

Description: Agriculture, social development, power generation and distribution, and oil and gas development are the major areas of CIDA's involvement in Pakistan. Subsurface drainage activities to alleviate high salinity and waterlogging problems in the Northwest Frontier and Sind Provinces, and dryland farming research are the main thrusts in agriculture. The long list of projects also includes infrastructural support and training of technical and managerial personnel in the power and oil and gas subsectors, an immunization program, rural development and training of traditional birth attendants, and a Canada Fund administered by the Embassy.

IDA/BSD-295

Turkey

Description: Canadian assistance to Turkey is limited to the various services provided by CIDA's Special Programs and Business Co-operation Branches, and a Canada Fund administered by the Embassy.

IDA/BSD-300

Thailand

Description: Canadian Development Assistance has two strategic goals: to assist in Thailand's transition from an agricultural to an industrialized society; and to build a base for a long-term economic relationship between Canada and Thailand. Strategic principles are institution-building and human resource development. The program will increasingly involve institutional (private sector) linkages to foster long-term relationships and to strengthen Thailand's capability in managing its development process. Development priorities will be economic management, natural resources/environment, energy, and women in development. With the acceleration of Thailand's economic restructuring, the program's focus is changing from community development to a transfer of technology, knowledge and financial assistance/resources, that more actively support Thailand's industrial development, including the rural areas.

IDA/BSD-305

Philippines

Description: The program concentrates on structural adjustment and poverty alleviation. Projects fall into three distinct areas of priority: support to the Philippine macro-economic adjustment process in the form of commodity assistance and selective import support in telecommunications; strengthening of the capacity of national, regional and local government authorities to develop and implement policies and programs in support of Philippine governement decentralization; and strengthening of public and private organizations which are critical to enabling the poor to gain access to assets and services. Throughout, special consideration is given to the role played by women in development, to the environment, to the private sector, and to NGOs.

IDA/BSD-310

Association of South East Asian Nations

Description: The program is concentrated on human resource development and institution-building. This covers projects in fisheries and forestry with increasing focus on short-term training and scholarships, particularly in areas of technology and public sector management.

IDA/BSD-315

South Pacific

Description: A $10 million initiative was approved in 1987/1988 which will channel assistance to four regional organizations in the area of ocean resource management.

IDA/BSD-320

Malaysia

Description: Since 1984 a $10 million line of credit has been put in place, as well as three human resource development projects in the areas of manpower planning, industrial training, and agriculture information systems. Support has also been given to the Malaysia Institute of Economic Research, a new senior level "think tank". Additional activities in Malaysia are likely to be directed more toward new forms of co-operation appropriate to a newly-industrialized country. These could include networking Canadian and Malaysian individuals, companies and institutions, and the transfer of technology through trade-related mechanisms. Traditional NGO activities or institutional co-operation linkages are not likely to play a significant role in the Canadian-Malaysia relationship.

IDA/BSD-321

Regional Institutions (New)

Description: CIDA's Asia Regional Institutions Program supports both inter-governmental and non-governmental institutions with particular emphasis on regional education and management of public policy issues.

IDA/BSD-325

Burma

Description: CIDA's program in Burma consists of Phase II of the vector borne disease control project as well as a number of non-governmental and Mission Administered Fund projects.

IDA/BSD-330

Indonesia

Description: Canada's assistance program to Indonesia (i) strengthens Indonesia's planning and institutional base for sustainable management, human resource development and regional development; (ii) facilitates the creation and implementation of networks and partnerships between Indonesian and Canadian organizations; (iii) contributes to the implementation of Indonesia's policies on women's participation in development, and the environment; and (iv) supports Indonesia's macro-economic adjustment process with program assistance. The program comprises the full range of bilateral, Special Program Branch projects and commodity assistance. Projects include initiatives in higher education, environmental management development, water resources, regional development and training, technical assistance related to both program goals and sectors of activity.

IDA/BSD-335

China

Description: CIDA's program in China is concentrated mainly on technology transfer through human resource development. Bilateral projects concentrate on the following sectors: human resource development and educational institutions, agriculture, forestry, hydro power, petroleum development, and transportation and telecommunications.

IDA/BMD-340

Colombia

Description: CIDA provides assistance through the use of lines of credit and social programming. Areas of concentration are forestry, hydro-electric generation and distribution, human resource development, health, housing, micro-enterprise development, and education. Major projects involve a general financing project which has been used to provide Canadian equipment for hydro generation and distribution, human resources development projects, a forestry development and watershed management project, a seismic and volcanic monitoring project, a community development project, and a housing project.

IDA/BMD-345

Ecuador

Description: There is no bilateral program at the moment.

IDA/BMD-350

Bolivia

Description: CIDA is becoming more active in Bolivia through lines of credit and social programming. Food aid is also provided by numerous Canadian non-governmental organizations who work with churches and community groups in Bolivia.

IDA/BMD-355

Peru

Description: CIDA's program objective is to provide balance of payment support through lines of credit for the purchase of equipment and commodities essential to sustaining Peru's productive capacity. Counterpart funds (funds generated through the sale of equipment and commodities) and non-governmental organizations funds are made available for poverty alleviation projects. Major projects include an extensive forestry development program; a mining equipment facility; a telecommunications equipment facility; rural valley co-operative development; water and sanitation; an agricultural vocational school in Tarapoto; improvement of Peruvian capacities in remote sensing; a research program for the cultivation of high-altitude cereals within the Puno-Juliaca region; and support for breeding alpacas.

IDA/BMD-360

Costa Rica

Description: The principal objective of CIDA's bilateral program is to support Costa Rica's structural adjustment efforts through improving socio-economic conditions of the poor (with emphasis on rural areas), supporting efforts in the housing and human settlements sector, and stimulating small business development. Ongoing projects include a line of credit (fertilizer), a counterpart fund for rural housing construction, a technical assistance project aimed at improving the institutional capabilities of the Ministry of Housing and Human Settlements, and a scholarship program for post-secondary agricultural training in Canada.

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

IDA/BMD-365
El Salvador
Description: In December 1984, the Secretary of State for External Affairs announced the restoration of bilateral aid to El Salvador after a five-year period of suspension. The first project, a line of credit for fertilizer with a counterpart fund for non-governmental organization projects to assist the displaced and most disadvantaged, began in 1986. Phase Two of this project was launched in January 1988 with the same objectives. Later in 1988, a Canadian Co-operation Office opened in San Salvador to support CIDA activities in the country.

IDA/BMD-370
Guatemala
Description: In November 1987, the Secretary of State for External Affairs announced the reinstatement of bilateral aid to Guatemala, which had been suspended in 1981 due to internal social and political conditions. The objective of the renewed program is to strengthen the delivery of basic services at a decentralized level, in response to urgent economic and social needs of disadvantaged rural groups. Specific bilateral projects are currently being developed within the framework of this objective.

IDA/BMD-375
Honduras
Description: CIDA's bilateral programming in Honduras concentrates on four sectors: agriculture, forestry, energy and social development. The general objectives of this program are the development and conservation of renewable resources, and support to employment, nutrition and health in rural areas. Major projects currently operational include assistance for hardwood forestry development, electricity substation upgrading and an agricultural development program in the Guayape Valley. Other projects are underway in the areas of potable water, rural health clinics, the strengthening of local co-operatives and rural housing. A Canadian co-operation office opened in Teguigalpa in 1988 to support CIDA's activities in Honduras.

IDA/BMD-380
Nicaragua
Description: The Nicaragua program is based in the short-term, on helping to meet basic human needs and, in the long-term, on promoting the recovery of the Nicaraguan economy. Secondary objectives are to promote technology transfer in the agriculture, water and energy sectors; to assist in water and energy infrastructure rehabilitation; and to support export production. Major projects include a line of credit for potable water systems, a geothermal project, and dairy herd management.

IDA/BMD-385
Panamas
Description: There is no bilateral program at the moment.

IDA/BMD-390
Haiti
Description: Since Sept. 13, 1988, government-to-government negotiations with Haiti for the provision of new aid projects have been terminated. Currently, all bilateral assistance to Haiti is channelled through non-governmental organizations and institutions, and multilateral organizations. The principal objective is to reinforce the self-development capacities of the most disfavoured target groups. Bilateral interventions in Haiti include: funding of economic activities at the grass-roots level; assistance to Applied Maize Research and Seed Production; improvement of the self-development capacity of co-operatives; community development projects for the improvement of agriculture, health and nutrition; AIDS prevention programs; and technical assistance to higher education institutions.

IDA/BMD-395
Brazil
Description: The objective of Canadian assistance is to promote the economic and institutional development of Brazil, within the context of Canadian global interests in that country. CIDA's program has concentrated its efforts in agriculture, aquaculture, telecommunications, and scientific and technological assistance.

IDA/BMD-400
Chile
Description: There is no bilateral program.

IDA/BMD-405
Dominican Republic
Description: The principal bilateral aid project in this area is a line of credit for Canadian agricultural equipment. Other projects support agricultural co-operatives and rural development.

IDA/BMD-410
Belize
Description: Canada's development assistance program includes the provision of a water and sewage system for Belize City and participation in the development of a tropical forest action plan. In addition, CIDA's Special Programs Branch has been relatively active in Belize with projects for fisheries co-operative training and rural water development of particular note.

IDA/BMD-415
Guyana
Description: CIDA's program has primarily focused on forestry and fisheries. New lines of credit have been put in place for the provision of fertilizers and industrial inputs in order to assist in balance of payments support. Such assistance is conditional on Guyana's implementation of a structural adjustment program.

IDA/BMD-420
Jamaica
Description: Over the past several years, the Jamaican economy has been under severe strain. In order to assist in the developmental recovery of Jamaica and to assist in short-term balance of payments difficulties, CIDA has recently provided commodity assistance, food aid and assistance in improving key institutional capabilities. At present, the main areas of CIDA assistance are agriculture, small-scale enterprises, food aid, and natural resource management (surveying for metalliferous minerals, enhancement of reef fishing techniques, oil spill clean up equipment).

IDA/BMD-425
Barbados
Description: Traditionally, CIDA has been involved in the infrastructure sector in Barbados where major contributions have been made, for example to the construction of the Grantley Adams Airport and to water systems throughout the island. CIDA is presently completing a new bilateral project concerning the construction of a natural gas pipeline including the provision of material and related equipment.

IDA/BMD-430

Trinidad and Tobago

Description: CIDA's only active project in this country is to assist in the upgrading of facilities at the PIARCO Airport. This project is being carried out by Transport Canada on behalf of CIDA.

IDA/BMD-435

Eastern Caribbean (Leeward and Windward Islands)

Description: The following Eastern Caribbean islands comprise this program unit: Anguilla, Antigua, Barbuda, Dominica, Grenada, Montserrat, St. Kitts and Nevis, St. Lucia and St. Vincent, and the Grenadenes. CIDA's program focuses on economic infrastructure such as airports, ports, and roads; tourism development; agriculture, forestry, fisheries, water supply and watershed management; industrial development and human resource development. Major projects now in the implementation stage include Canada Training Awards (all islands), coconut expansion and water sector development (Dominica), forest management and conservation (St. Lucia and St. Vincent), telephone expansion and cocoa rehabilitation (Grenada), water system expansion (St. Kitts and Nevis) and Nelson's Dockyard National Park tourism development (Antigua).

IDA/BMD-440

Caribbean Region

Description: Canada's bilateral assistance to the Caribbean Region involves projects with regional institutions such as CARICOM and the University of the West Indies as well as projects of a regional nature including core and non-core countries. The largest project currently being implemented, worth $85 million, is to upgrade the safety and operations of 22 Caribbean airports in 13 countries.

IDA/BMD-445

Latin American Regions

Description: Canada's bilateral assistance to the Latin American region includes support for regional organizations which promote rural, social and human development and which have a natural link to other divisional projects. Currently the program is supporting activities with regional agencies in agriculture, education, demography, public administration and the status of women.

IDA/BCD-450

Southern African Development Co-ordination Conference (SADCC)

Description: Assistance is provided to the group of nine southern African countries that are members of SADCC. Aid is channeled to individual countries for projects that have regional development implications. CIDA assistance is concentrated in four sectors: transportation and communications, energy, agriculture and human resource development.

IDA/BCD-455

Botswana

Description: The CIDA assistance program focuses on human resource development and improvement of human resource skills in the mining sector, and has involved support to Botswana's Transportation sector through provision of locomotives. Project assistance is provided to the University of Botswana and the Departments of Mines and Geological Survey as well as a CUSO-administered Rural Development Fund.

IDA/BCD-461

Jordan

Description: Since Jordan was made eligible to receive bilateral project assistance in June 1986, intensive consultations with Jordanian authorities have resulted in the identification of two projects: engineering services for the design of a jetty at the Port of Aqaba and for the supervision of its construction; and a Multi-Sector Program Grant for the purchase of Canadian goods and associated services. These projects are expected to be initiated in 1988.

IDA/BCD-465

Ghana

Description: The provision of basic human needs and short- and medium-term economic support for Ghana's structural adjustment program are the main goals of CIDA's program in Ghana. The program's concentration in northern Ghana with projects in integrated rural development, potable water supply and community education and development is complemented, on a national basis, by projects in agricultural research, human resource development, energy and appropriate technology, as well as program food aid in support of Ghana's structural adjustment program.

IDA/BCD-470

Kenya

Description: The goal of Canadian assistance to Kenya is to assist in the improvement of the well-being of Kenyans through improved distribution of increased economic growth. The program emphasis is on energy, agriculture/rural infrastructure and human resource development. Projects include hydroelectric generation, thermal plant rehabilitation and rural electrification; rural access roads; training of Kenyans involved in agriculture research; establishment of a technical teachers' college; a general training program; locomotive spare parts; and long-range planning in the Central Economy and Energy Departments. Support is also being provided to agro-forestry, rural water supply, and pastoralist development. Recently, a small fund administered by the Canadian High Commission in Nairobi was established to support specific women-in-development initiatives. Special Program Branch and Industrial Co-operation Division support a variety of non-governmental and private sector activities in Kenya.

IDA/BCD-475

Lesotho

Description: CIDA's assistance program focuses on three key sectors in Lesotho: human resource development, sites and service development, and agriculture. Project assistance is provided for scholarships, urban upgrading progams in Mafeteng and Teyateyaneng and the construction of a dairy plant to assist Lesotho in achieving self-sufficiency in dairy products.

IDA/BCD-480

Malawi

Description: CIDA assistance is focussed in agriculture and assisting Malawi in its structural adjustment program. Projects in agricultural development include dairy farming, with a tied Program Assistance Project providing fertilizer and pharmaceuticals.

IDA/BCD-485

Mauritius Island

Description: CIDA's assistance includes a Canada Fund for small projects, as well as a project aimed at improving the Rodrigues water supply.

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IDA/BCD-486
Seychelles (New)
Description: A Canada Fund is established for small projects.

IDA/BCD-490
Nigeria
Description: The Nigeria Program is primarily responsive in nature. Bilateral projects are implemented where feasible to facilitate Nigerian developmental objectives while strengthening its long-term commercial and political ties with Canada. A Canada Fund is employed for small projects, and funds are provided to support non-governmental organization activities.

IDA/BCD-491
Liberia (New)
Description: A Canada Fund is established for small projects.

IDA/BCD-495
Sierra Leone
Description: A Canada Fund has been made available for health projects, the provision of equipment for the school improvement program, on agriculture and women in development. Other projects have been to help Sierra Leone develop the human resources required to implement its community health program.

IDA/BCD-500
Somalia
Description: A Canada Fund is available for small projects.

IDA/BCD-505
South Africa
Description: CIDA's program concentrates on human resource development through promotion of small-scale educational initiatives, scholarships in South Africa and Canada, adult literacy, and labour education.

IDA/BCD-510
Namibia (Southwest Africa)
Description: A Canada Fund is established in support of small projects.

IDA/BCD-515
Swaziland
Description: CIDA's assistance program focuses on two key sectors in the Swaziland economy: human resource development and water resource management. Project assistance is directed at technical and vocational training as well as towards the University of Swaziland. Assistance is also provided for a ground water survey and the training of water technicians.

IDA/BCD-520
Tanzania
Description: Agriculture, transportation, energy, commodities and spares are the main areas of CIDA's program in Tanzania. Major thrusts include the rehabilitation of the Tanzania rail system to increase capacity for agricultural input and output distribution, the development of wheat farming in northern Tanzania, support to small farmers in the South, assistance to extension of the national electrical grid, and the provision of commodities and spare parts. Programs generally include a major technical assistance and training component along with provision of equipment and materials.

IDA/BCD-525
Uganda
Description: Water facilities in rural areas are being provided through United Nations Children's Fund (UNICEF). Assistance to rural health clinics and government health planning is being provided through an East African non-governmental organization, and the Canada Fund and Special Programs Branch support a variety of smaller non-governmental organizations in Uganda. In addition, a line of credit for reconstruction is in place.

IDA/BCD-530
Zambia
Description: The goals of Canada's assistance are to diversify and revitalize the economy and to improve agricultural productivity. A number of agriculture projects support a range of development activities including the provision of rural infrastructure, training, research and institutional support. Canada is also seeking to assist Zambia's hard pressed railways sector by provision of equipment. In response to Zambia's economic crisis, more assistance is being planned to supply priority agricultural and industrial inputs as well as food aid to improve the economy's balance of payments situation; however, this assistance will only be put in place after Zambia has produced an economic recovery program which is credible to the international community. While most projects include training, a general human resource development program which seeks to address both national and sector specific manpower development needs has begun implementation. *Topics:* A program administrative support unit has been put in place. There is an active non-governmental organization sector in Zambia supported by Special Programmes Branch and Canada Fund activities.

IDA/BCD-535
Zimbabwe
Description: CIDA's assistance program focuses on three key sectors in the Zimbabwe economy: human resource development, the provision of capital goods and equipment to assist in balance of payments support and in the modernization of Zimbabwe's infrastructure and assistance to the country's agriculture and rural development efforts. Project assistance is being channelled through World University Service Canada to provide secondary school teachers, and through Dalhousie University, the Manitoba Institute of Management and the Ontario International Corporation in other key human resource areas. Infrastructure assistance has been provided to the transport and communications sectors and an agricultural sector project involving grains processing is now under way. A private sector line of credit in its fourth year of operation is proving very popular with Zimbabwean importers. Also, new programs of support are being developed in natural resource management to assist women's organizations and small-scale women entrepreneurs.

IDA/BCD-540
Angola
Description: A Canada Fund is established for small projects. Assistance is also offered through CIDA's involvement in the energy sector which is co-ordinated by Angola. There is considerable involvement by Canadian non-governement organizations.

IDA/BCD-545
Mozambique
Description: A Canada Fund is established for small projects and considerable assistance is provided through the SADCC program in transportation and communications which is co-ordinated by

Mozambique. In addition, Canada supports a village water supply program and provides balance of payments support through tied program assistance.

IDA/BCD-550

Egypt

Description: Energy, agriculture/food security and human resource development are the major activities for CIDA in Egypt. Principal projects include power transmission and distribution, grain storage silos, Nile River Protection and Development Plan, Integrated Soil and Water Project, Mini-Hydro Power Station, as well as training in the energy and agriculture sectors.

IDA/BCD-555

Sudan

Description: CIDA is involved in different sectors: agro-forestry, agriculture/food security, water and health. The major bilateral projects are the Sim Sim Mechanized Dryland Farming Project and food aid. CIDA also is making extensive use of non-governmental and multilateral agencies such as World University Services Canada, CARE CANADA and UNICEF in the areas of health, water, agro-forestry and food security.

IDA/BCD-560

Ethiopia

Description: Major projects in Ethiopia include food aid and rural water supply. A Canada Fund has been made available to projects in the sectors of adult education, technical training, public health, agriculture and transportation. Special Programs Branch supports a variety of non-governmental organizations in Ethiopia. Industrial Co-operation is supporting private Canadian companies.

IDA/BCD-565

Regional Program

Description: CIDA supports a number of regional projects (i.e., simultaneously involving two or more countries). Examples of regional projects are: two international projects to improve bean, maize, and wheat production yields and acreage; a United Nations Fund for Population Activities training program in population information, education and communications; the community health training program of the African Medical Research Foundation; and technical assistance provided to the Intergovernmental Authority on Drought and Development.

IDA/BFD-570

Mali

Description: CIDA's assistance program for Mali includes a huge integrated rural development project; technical and financial support for the grain market restructuring program; a microprojects program; a project to provide support for the administration of railroads and the supply of materials; a land management project within the framework of the program to fight desertification; a training program for women leaders in rural areas; and three major interventions for the supply of water. In the context of structural adjustment, a support program comprising a line of credit, assistance to reform a commercial public enterprise, and a small business development program are also under preparation. Also included is a project to support the immunization program, a scholarship program, regional telecommunications projects (DEVTELAO), the development of the Manantali dam and the many activities of Canadian NGOs and NGIs.

IDA/BFD-575

Niger

Description: The Canadian program of co-operation with Niger, which is mainly bilateral, includes a greater number of non-govermental organizations and increased non-governmental involvement in its new programming. Niger also benefits from the activities of international agencies that CIDA supports financially through its multilateral programs. Since the drought at the beginning of the 1970s, the program gives priority to the pursuit of supporting food self-sufficiency. Under the new program review (1985-90), the Canadian assistance in Niger consists of projects focusing on the following areas: stabilizing the vegetation cover, achieving a food balance and promoting energy development. *Topics:* Program for the protection of plants; support to locust control; village water supply; agricultural development; development of rural lands; mining exploration; line of credit for the purchase of Canadian goods; micro-projects; scholarships program (Niger, third country and Canada); institutional support; development of a road network; telecommunications (regional projects); many small projects implemented with Canadian Funds for Local Initiatives (CFLI); NGO activities (especially in the rural development sector).

IDA/BFD-580

Chad

Description: CIDA's aid program for Chad has included educational assistance; the provision of technical advisers in human resources planning and agriculture; reforestation; water improvement; food aid; and assistance under the Sahelian Zone Drought Relief and Development Fund. *Note:* This program is essentially limited to Canadian Funds for Local Initiatives (CFLI), non-governmental organization (NGO) projects and emergency food aid.

IDA/BFD-585

Burkina Faso

Description: Canadian assistance, besides support to multilateral and non-governmental organizations, consists mainly of a bilateral programme whose strategy is centered on restoring the country's socio-ecological balance. This strategy relies primarily on the active involvement of the population and the potential of the country's renewable resources. Human resource development, including the integration of women in development, plays a primary role. Activities are concentrated in two regions, the Passoré and the Nahouri. The programme includes support to hydro-electric development, road construction, plant protection, protection and restoration of the vegetation cover, soil management, support to the *Institut pédagogique du Burkina*, a multi-year scholarship programme, a multi-purpose line of credit and a grassroots project of communication and rural development.

IDA/BFD-590

Senegal

Description: CIDA's program in Senegal involves primarily bilateral assistance but also includes NGO projects and institutional and industrial co-operation activities. The key sectors are fisheries, energy, forestry, rural development and human resources development. *Topics:* Marketing for small fishermen; protection and monitoring of offshore fishing; fisheries development planning; power transmission lines; inventory, management and protection; local projects in integrated rural development through NGOs; scholarship program; technical assistance to the *École polytechnique de Thiès;* a major project involving a number of countries in the development of the

Senegal River basin; yearly food aid; numerous small projects implemented through mission administered funds.

IDA/BFD-595
Mauritania
Description: CIDA's program in Mauritania is composed mainly of supplementary food aid and numerous small projects financed through mission administered funds; it also includes technical assistance to the Ministry of Planning as well as scholarships. By the end of fiscal 1985/86, CIDA activities in Mauritania are limited to Canadian Funds for Local Initiatives (CFLI) projects and, if required, emergency food aid. An exceptional assistance ($5.0 M) of food aid and commodities was given in 1987.

IDA/BFD-600
Guinea-Bissau
Description: CIDA's program for Guinea-Bissau consists of numerous small projects financed through Canadian Funds for Local Initiatives (CFLI) as well as contributions by the Institutional Co-operation Division through Canadian institutions.

IDA/BFD-605
Cape Verde Islands
Description: CIDA's program in these islands consists of numerous small projects financed through Canadian Funds for Local Initiatives (CFLI).

IDA/BFD-610
Algeria
Description: CIDA's program for Algeria has been aimed mainly at the construction of seven concrete silos with a capacity of 210 000 tons which were completed in December 1986. Furthermore, an agricultural co-operation program for animal husbandry and poultry production got under way in 1986; the potato farming project is now starting. On the other hand, a system for scientific, technical and cultural co-operation was established in 1982 to promote exchanges between various Canadian and Algerian government departments (agriculture, education and communications). Finally, an important institutional co-operation program ($5.0 M) will be put in place in 1987-88.

IDA/BFD-615
Ivory Coast
Description: The prime focus of Canadian co-operation in the Ivory Coast is to support the government of the Ivory Coast in the implementation of the structural adjustment program under the aegis of the World Bank. The short-term objective of the program is to aid the Ivory Coast government with its balance of payments and budget balancing, notably by carrying out projects in the energy and rural development sectors. Longer-range programming will focus on support for changes in trade terms in favour of the rural sector. A series of actions are planned to protect forest resources and to increase the productivity and incomes of rural residents. Finally, human resource development will be a major part of our programming in this country.

IDA/BFD-620
Tunisia
Description: Assistance has been provided to Tunisia in a large variety of sectors. In 1982, however, the focus of CIDA's co-operation program shifted to human co-operation (involving scholarships and technical co-operation) on a shared-cost basis and to economic co-operation based on a parallel line of credit with the Export Development Corporation and aid to small and medium-sized business. Another line of credit will commence in 1988 to acquire commodities from Canada. *Topics:* Agricultural development; production and transmission of electricity; industrial development; promotion of education; measures to improve health and hospital services; supplying of teachers for the *École de l'aviation civile et de la météorologie;* agricultural program; construction of irrigation dams; veterinary services; agricultural activities; poultry farming; and dry farming.

IDA/BFD-625
Morocco
Description: CIDA's program in Morocco has been aimed mainly at developing agriculture and improving human resources. *Topics:* Support for the *École nationale d'agriculture*, the *Institut national agronomique Hassan II* and the *Institut national de statistique et d'économie appliquée;* research on poultry farming; seed and livestock improvement; milk production; supplying of university professors and teachers for regional educational centres; and a line of credit to construct cold-storage facilities. The current program, however, is directed mainly toward human co-operation (involving scholarships and technical co-operation on a shared-cost basis) and economic co-operation based on the use of a parallel line of credit with the Export Development Corporation (EDC) and on a line of credit for purchases of commodities. A drinking water project is expected to begin in 1988.

IDA/BFD-630
Malagasy Republic
Description: Essentially, this program centres on development of hydroelectric resources and the use of Canadian Funds for Local Initiatives (CFLI). Several Canadian private firms are also active in various sectors through contracts obtained from international organizations such as the World Bank. An institutional program has been started with the *Institut national des sciences comptables et de l'administration d'entreprises (INSCAE)* in January 1988.

IDA/BFD-635
Cameroun
Description: The aid program for Cameroons emphasizes rural development (forests, energy and rural activities), human resources (technical, vocational and managerial training) and parallel program aid (parallel CIDA/Export Development Corporation lines of credit) open to priority development sectors.

IDA/BFD-640
Rwanda
Description: Bilateral aid to Rwanda is concentrated on rural development and promotion of local industries, development of human resources and reduction of factors which cause isolation. It was agreed in the bilateral consultations of March 1988 that programs in the years to come would focus particularly on three sectors: rural development, human resource development and energy. Major projects under way include: assistance to the *Université nationale du Rwanda* (UNR), development of the Mutara wetland valleys, rural development in Ruhengeri, modernization and maintenance of the telecommunication system, support for civil aviation, and forestry training. Food aid has been provided for the last few years. NGOs and other private Canadian institutions are also very active in Rwanda (water, health and community development).

IDA/BFD-645
Congo
Description: Aid to this country is mainly for the project to improve the Congo-Océan railway and Canadian Funds for Local Initiatives (CFLI) financed activities.

IDA/BFD-650
Zaire
Description: Bilateral aid to Zaire is concentrated on forestry (technical assistance, training, logging, inventories and appropriate technology), rural development in the northeastern region (animal husbandry, co-operatives, community projects, SMBs, improved seeds) and support for industry and for the balance of payments (food aid, commodities). NGOs and other private Canadian institutions are also very active in Zaire (health, co-operatives and rural development).

IDA/BFD-655
Togo
Description: In Togo the aid program is limited to mission-administered funds for small-scale projects, and two major projects: construction of a transmission line (completed in 1986), and village water supplies (ongoing in 1987). A second phase is planned for 1987-1989.

IDA/BFD-660
Bénin
Description: CIDA's two main efforts, support for the *Collège polytechnique universitaire* and for development of the Port of Cotonou, should have terminated last year. However, we will be able to extend our participation to the *Centre professionnel universitaire* for a few more years, following the approval of a new credit of $1.7 M to be disbursed. Future aid should be limited to Canadian Funds for Local Initiatives (CFLI) financed activities, institutional co-operation and NGO activities. A major regional project focusing on the establishment of co-operation is being carried out with the *Université de Sherbrooke*.

IDA/BFD-665
Gabon
Description: Shared-cost technical assistance for education, health and water systems; a rural electrification project financed with the Export Development Corporation (EDC); and Canadian Funds for Local Initiatives (CFLI) financed activities. As well a $10 million line of credit with EDC is available for financing other development activities in Gabon (mines, education, communications). Since September 1986, we have participated in a technical assistance program at the University of Masuku as well as in a scientific and technical training project.

IDA/BFD-670
Burundi
Description: Burundi receives Canadian aid through specialized UN institutions and government organizations (ICSC, EPM) and through small Canadian Funds for Local Initiatives (CFLI) projects. Over the past few years, there has been greater participation by Canadian institutions.

IDA/BFD-675
Republic of Guinea
Description: The Guinea program focuses on rural development, specifically in the Fouta-Djallon region, and on the energy sector. Other activities of the program consist of providing support for the *Société nationale de l'électricité;* bursaries; technical assistance to Air Guinée and a line of credit.

IDA/BFD-680
Central African Republic
Description: Canadian Funds for Local Initiatives (CFLI) have been made available for small-scale projects, mainly in the rural development, health and education sectors.

IDA/BFD-685
Sao-Tome-Principe, Comores and Gambia
Description: Canadian Funds for Local Initiatives (CFLI) have been made available for small projects.

IDA/RDG-690
Contracts
Description: Handbook for Contracting for Services; information on all services contracts signed by CIDA or recipient countries; information on policies and procedures related to services contracts. Files arranged by name of firms/individuals in alphabetical order. *Retrievability:* By subject.

IDA/RDG-695
Procurement
Description: Guidelines on procurement.

IDA/RDG-700
Food Procurement and Transportation
Description: Planning and implementation of projects associated with the bilateral and multilateral aid. *Topics:* Sourcing, pricing and delivery schedules; modes and transportation of food commodities; delivery schedules. *Retrievability:* Files arranged by fiscal year, by recipient country and by commodity.

IDA/RDG-701
DSS Procurement and Transportation
Description: Procurement of materials and equipment financed under contribution and procured through the Department of Supply and Services. *Retrievability:* Files arranged by project and geographical area.

IDA/RDG-705
Material and Specifications
Description: Files covering section non-project activities such as quality assurance, maintenance and Canadian content; copies of project and non-project reports and studies.

IDA/RDG-715
Area Co-ordination Group
Description: Arrangement between the Agency and the Bureau of Management Consulting (BMC); updating of Bilateral Handbook 8; Project Management by Activity Pilot Program (PMBA); Post Planning Exercise; Annual Aid Plan.

IDA/RVP-720
Telecommunications
Description: Sectoral policy, identification, planning, implementation, monitoring and evaluation of projects, feasibility studies and training. *Topics:* Telephony, data, broadcasting and electronic navigation systems; remote sensing; associated technical assistance.

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

IDA/RVP-725
Transportation
Description: Sectoral policy, identification, planning, implementation, monitoring, evaluation of projects, feasibility studies and training. *Topics:* Intermodal and unimodal transportation; air, surface and marine transportation.

IDA/RVP-730
Energy
Description: Sectoral policy, identification, planning, implementation, monitoring and evaluation of projects, feasibility studies and training. *Topics:* Development of energy resources; power generation; power transmission and distribution; oil and gas.

IDA/RVP-735
Water
Description: Sectoral policy, identification, planning, implementation, monitoring and evaluation of projects, feasibility studies and training. *Topics:* Multi-purpose water resources development and control, domestic water supply and sanitation.

IDA/RVP-750
Agriculture
Description: Development, implementation, monitoring and evaluation of programs and projects in the agricultural disciplines. *Topics:* Land and water development; crops; livestock; agricultural support services and rural development; agriculture policy; agro-industries.

IDA/RVP-755
Forestry
Description: Development, implementation and evaluation of programs and projects in the forestry disciplines. *Topics:* Forest management, reforestation, social forestry and forest product processing industries; forestry policy development.

IDA/RVP-760
Mining
Description: Development, implementation and evaluation of programs and projects in the mining disciplines. *Topics:* Exploration, development, production and processing of minerals, mining policy, planning and administration; mining policy development.

IDA/RVP-765
Fisheries
Description: Development, implementation and evaluation of programs and projects in the fisheries disciplines. *Topics:* Fishing methods and gear, stock management, fresh water and sea water fish products technology; fisheries policy development.

IDA/RVP-770
Enterprise
Description: Sectoral policy, development, planning and implementation of programs and projects on non-agricultural employment generation and small and medium size enterprise development. *Topics:* Industrial development (including agro-industries), enterprise development (including co-operatives and informal sector), non-farm income generation, employment creation, private sector-financing, investment and export promotion.

IDA/RVP-776
Environment
Description: Review of CIDA projects in all its programs to ensure sound environmental consideration and protective measures. *Topics:* Environmental screening of all CIDA programs, enviromental impact assessment, institutional creation, proactive measures, donor co-ordination, environment law. Aerial geophysics surveys, remote sensing, photogrammetry, geographic surveys, cartography and geodetics.

IDA/RVP-777
Women in Development
Description: Development, implementation and monitoring of WID policies within CIDA, development of mechanisms to incorporate WID into CIDA management and planning systems, participation in conferences on WID, management of information on WID issues, particularly the lessons drawn from WID policy implementation in developing countries.

IDA/RVP-780
Education and Training
Description: Studies. *Topics:* Formal and non-formal education, management of educational projects.

IDA/RVP-785
Health and Population
Description: Studies. *Topics:* Demography; family planning and nutrition; public health; control of water and airborne diseases; epidemiology; parasitology; staff training; establishment of facilities, standards for the operation and maintenance of these facilities, material and equipment.

IDA/RVP-790
Communication
Description: Studies. *Topics:* Development communication, mass media and informatics, project planning and management. Social-cultural and economic analyses; rural development; integration of women in development.

IDA/RVP-795
Human Settlements
Description: Studies and project implementation. *Topics:* Demography and human settlements.

IDA/RVP-800
Institutional Development
Description: Studies and project implementation. *Topics:* Organization development and development of management.

IDA/RVP-805
Policy
Description: Policy analysis, development and implementation. *Topics:* Human and social resource development, intersectoral and thematic aspects, education through corporate memory, development.

IDA/RVP-810
Co-operant Services
Description: Administration standards, data bank. *Topics:* Co-operant selection and support, roster of experts

IDA/RVP-815
Student and Trainee Services
Description: Project implementation, standards. *Topics:* Scholarships, awards, support services.

IDA/RVP-816
Social Science
Description: Studies, project management, evaluation. *Topics:* Social and economic situation, demographic structures and demographic change, socio-economic indexes.

IDA/RVP-817
Data Bank Services
Description: Data analysis, input and management, development and implementation of a data collection and analysis system, preparation of reports for OECD and the Commonwealth. *Topics:* Technical co-operation.

IDA/RVP-820
Briefing Centre
Description: Administration, standards, research. *Topics:* Cross-cultural orientation, support services.

IDA/RVP-825
Audiovisual Services
Description: Support services, production. *Topics:* Film, video, audio.

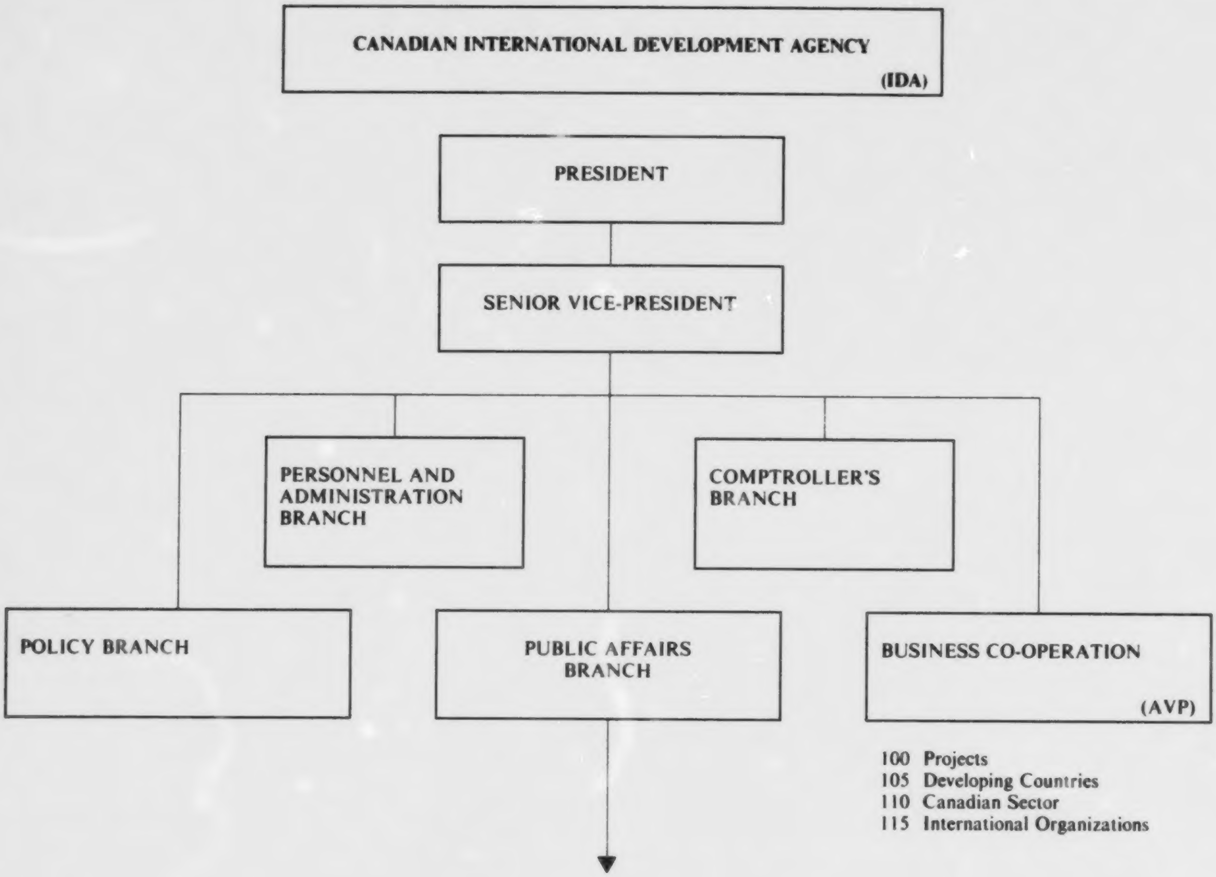
IDA/RVP-830
Registration for CIDA Services
Description: Information on potential contractors registered with CIDA to provide services. *Topics:* Procedures and information related to the registration of contractors and maintenance of Consultant Selection System data bank. *Storage Medium:* Micro-computer.

Deleted Classes of Records

The following class of records has been transferred to the Department of Public Works:

IDA/RVP-745	Construction

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY



CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

MULTILATERAL PROGRAMS BRANCH (MVP)

120 United Nations and International Agencies
125 Conferences
130 Private Investments and Incentives
135 Associations, Societies and Institutes
140 Committees
145 Commonwealth Countries
150 Family Planning and Population Control
155 Consultative Group on International Agricultural Research (CGIAR)
160 Producer Groups — Food and Commodities
165 Countries Receiving Food Aid
170 Food Aid Commodities Basket
175 Other International Food and Agricultural Organizations
180 Canadian Food Aid Policy and Programs
185 World Food Program (WFP)
190 International Wheat Council (IWC)
195 African Development Bank and Fund
200 Inter-American Development Bank
205 Caribbean Development Bank
210 Asian Development Bank and Fund
215 World Bank Group
216 International Fund for Agricultural Development (IFAD)
217 Canadian and International NGOs and United Nations Institutions Specialized in Humanitarian Assistance
218 Disaster Relief
219 Disaster Preparedness and Prevention

SPECIAL PROGRAMS BRANCH (SVP)

220 Non-governmental Organizations
225 Overseas Development Projects
230 Public Participation Program Projects
235 Management for Change (MFC)
240 Contacts
245 International Non-governmental Organizations (INGOs)
250 Institutional Co-operation and Development Services
255 Projects
260 Developing Countries
265 International Organizations

ASIA BRANCH (BSD)

270 Bangladesh
275 India
280 Nepal
285 Sri Lanka
290 Pakistan
295 Turkey
300 Thailand
305 Philippines
310 Association of South East Asian Nations
315 South Pacific
320 Malaysia
321 Regional Institutions
325 Burma
330 Indonesia
335 China

AMERICAS BRANCH (BMD)

340 Colombia
345 Ecuador
350 Bolivia
355 Peru
360 Costa Rica
365 El Salvador
370 Guatemala
375 Honduras
380 Nicaragua
385 Panamas
390 Haiti
395 Brazil
400 Chile
405 Dominican Republic
410 Belize
415 Guyana
420 Jamaica
425 Barbados
430 Trinidad and Tobago
435 Eastern Caribbean (Leeward and Windward Islands)
440 Caribbean Region
445 Latin American Regions

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

ANGLOPHONE AFRICA BRANCH
(BCD)

450 Southern African Development Co-ordination Conference (SADCC)
455 Botswana
461 Jordan
465 Ghana
470 Kenya
475 Lesotho
480 Malawi
485 Mauritius Island
486 Seychelles
490 Nigeria
491 Liberia
495 Sierra Leone
500 Somalia
505 South Africa
510 Namibia (Southwest Africa)
515 Swaziland
520 Tanzania
525 Uganda
530 Zambia
535 Zimbabwe
540 Angola
545 Mozambique
550 Egypt
555 Sudan
560 Ethiopia
565 Regional Program

FRANCOPHONE AFRICA BRANCH
(BFD)

570 Mali
575 Niger
580 Chad
585 Burkina Faso
590 Senegal
595 Mauritania
600 Guinea-Bissau
605 Cape Verde Islands
610 Algeria
615 Ivory Coast
620 Tunisia
625 Morocco
630 Malagasy Republic
635 Cameroun
640 Rwanda
645 Congo
650 Zaire
655 Togo
660 Bénin
665 Gabon
670 Burundi
675 Republic of Guinea
680 Central African Republic
685 Sao-Tome-Principe, Comores and Gabia

OPERATIONS SERVICES BRANCH
(RDG)

690 Contracts
695 Procurement
700 Food Procurement and Transportation
701 DSS Procurement and Transportation
705 Material and Specifications
715 Area Co-ordination Group

PROFESSIONAL SERVICES BRANCH
(RVP)

720 Telecommunications
725 Transportation
730 Energy
735 Water
750 Agriculture
755 Forestry
760 Mining
765 Fisheries
770 Enterprise
776 Environment
777 Women in Development
780 Education and Training
785 Health and Population
790 Communication
795 Human Settlements
800 Institutional Development
805 Policy
810 Co-operant Services
815 Student and Trainee Services
816 Social Science
817 Data Bank Services
820 Briefing Centre
825 Audiovisual Services
830 Registration for CIDA Services

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN INTERNATIONAL
DEVELOPMENT AGENCY
2nd FLOOR, PLACE DU CENTRE
200 PROMENADE DU PORTAGE
HULL, QUEBEC
(MAIL: OTTAWA, ONTARIO
K1A 0G4)

Chapter 24

CANADIAN INTERNATIONAL TRADE TRIBUNAL

A. GENERAL INFORMATION

Historical Background

Bill C-110, which established the Canadian International Trade Tribunal (CITT) and dissolved the Canadian Import Tribunal, the Tarifff Board and the Textile and Clothing Board, received Royal Assent on September 13, 1988. Sections of the *Canadian International Trade Tribunal Act* establishing the corporate structure of the CITT were proclaimed on September 15, 1988. Sections of the Act giving the CITT operational responsibilities and dissolving the Canadian Import Tribunal, the Tariff Board and the Textile and Clothing Board came into force on December 31, 1988.

Responsibilities

The Canadian International Trade Tribunal conducts research and investigation, receives evidence and holds public hearings in order to make adjudications, findings, determinations or recommendations in response to: references under the *Canadian International Trade Tribunal Act* by the Governor in Council on any economic, trade or commercial matter, including injury to Canadian producers of goods and services, or by the Minister of Finance on any tariff-related matter; serious injury complaints by Canadian goods producers under the *Canadian International Trade Tribunal Act*; appeals of decisions by the government — in particular by the Minister or the Deputy Minister of National Revenue, Customs and Excise — under the *Customs Act*, the *Excise Tax Act* and the *Special Import Measures Act*; and to other acts of Parliament or related regulations including references, injury inquiries, public interest determinations, reviews and importer rulings of anti-dumping and countervailing duty cases under the *Special Import Measures Act*.

Legislation

- Canadian International Trade Tribunal Act
- Customs Act
- Energy Administration Act
- Excise Tax Act
- Special Import Measures Act

Organizational Units and their Role

The Tribunal consists of the Chairman, two vice-chairmen, and not more than six other permanent members to be appointed by the Governor in Council. The Governor in Council may also appoint up to five temporary members, as required. The Tribunal is supported by the Research Branch, the Legal Services Branch and the Secretariat.

Manuals

- Canadian Import Tribunal Rules of Procedure

Additional Information

Requests for further information about the Tribunal and its functions may be directed to:

The Secretary
Canadian International Trade Tribunal
365 Laurier Avenue West
Ottawa, Ontario
K1A 0G7
(613) 993-3595

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Canadian International Trade Tribunal
21st Floor, Journal Tower South
365 Laurier Avenue West
Ottawa, Ontario
K1A 0G7
(613) 993-4717

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: Journal Building, South Tower, 365 Laurier Avenue West, Ottawa, Ontario.

Classes of Records

CTT/CTT-005
Administration Files (New)
Description: General subjects and information relating to the administrative responsibilities of the Canadian International Trade Tribunal. *Topics:* Administration; buildings and properties; equipment and supplies; finance and personnel.

CTT/CTT-010 *Formerly identified as:* CIT/CIT-005
Operational Files
Description: General subjects and information relating to the operational responsibilities of the Canadian International Trade Tribunal, including specific economic, trade, tariff and appeal studies and hearings. *Topics:* References under the *Canadian International*

Trade Tribunal Act by the Governor in Council on any economic, trade or commercial matter, including injury to Canadian producers of goods and services, or by the Minister of Finance on any tariff-related matter; serious injury complaints by Canadian goods producers under the *Canadian International Trade Tribunal Act*; appeals of decisions by the government — in particular the Minister or Deputy Minister of National Revenue, Customs and Excise — under the *Customs Act*, the *Excise Tax Act* and the *Special Import Measures Act*; and in response to other acts of Parliament or related regulations including references, injury inquiries, public interest determinations, reviews and importer rulings of anti-dumping and countervailing duty cases under the *Special Import Measures Act*.

CTT/CTT-015 *Formerly identified as:* TBD/REF-005
International Trade Research Files
Description: Information relating to the design, management, direction, implementation and timeliness of research and investigations undertaken in connection with Tribunal responsibilities. *Topics:* Statistical research; statistical database design and systems; economic research, economic models and project management.

CTT/CTT-020 *Formerly identified as:* CIT/CIT-010
General Counsel Files
Description: Information relating to legal advice, interpretation, research and assistance on the legislation or regulations, legal precedents and international agreements relevant to the responsibilities of the Tribunal. *Topics:* Rules and regulations; legal advice and opinions; legal reecedents; agreements and acts and legislation.

Deleted Classes of Records

The class of records CIT/CIT-005, formerly held by the Canadian Import Tribunal, has been incorporated into the following:

CTT/CTT-010 Operational Files

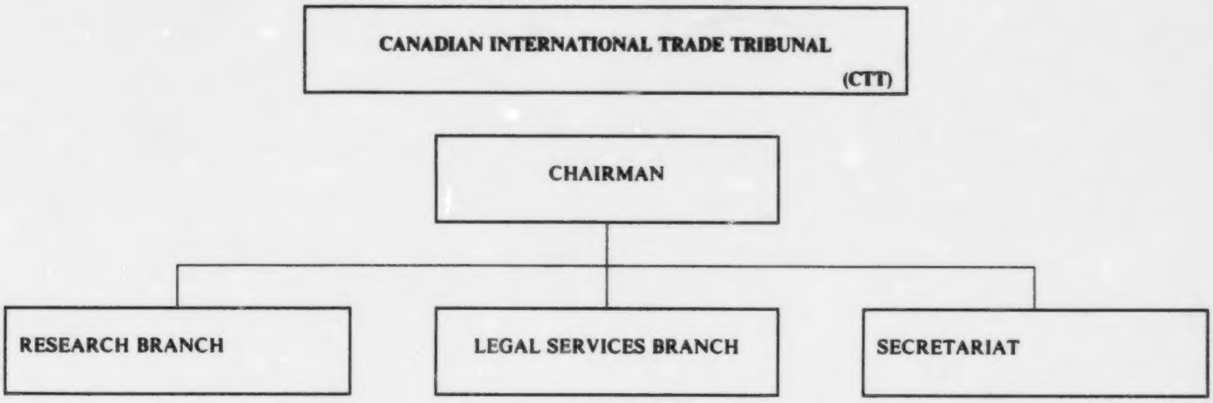
The class of records CIT/CIT-010, also formerly held by the Canadian Import Tribunal, has been incorporated into the following:

CTT/CTT-020 General Counsel Files

The class of records TBD/REF-005, formerly held by the Tariff Board, has been incorporated into the following:

CTT/CTT-015 International Trade Research Files

CANADIAN INTERNATIONAL TRADE TRIBUNAL



CENTRALIZED CLASSES OF RECORDS

005	Administration Files
010	Operational Files
015	International Trade Research Files
020	General Counsel Files

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN INTERNATIONAL TRADE
TRIBUNAL
21st FLOOR, JOURNAL TOWER SOUTH
365 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0G7

Chapter 25

CANADIAN PATENTS AND DEVELOPMENT LIMITED

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 26

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

A. GENERAL INFORMATION

Historical Background

The Canadian Radio-television and Telecommunications Commission (CRTC) is an independent public authority established by Parliament in 1968 as a successor to the Board of Broadcast Governors. In 1976, the *Canadian Radio-television and Telecommunications Commission Act* enlarged the mandate of the organization and the Commission assumed responsibility from the Canadian Transport Commission for regulating telecommunications carriers within federal jurisdiction.

Responsibilities

The CRTC regulates both public and private broadcasters. It has the power to issue, renew, amend, suspend or revoke licences, and to set any conditions of licence it feels necessary. With respect to federally regulated telecommunications carriers, the CRTC has the power to ensure that the rates charged by the carriers are just and reasonable. The Commission's approval is also required for traffic agreements and capital stock issues.

Legislation

- Broadcasting Act (1968)
- Cable TV Regulations (1986)
- Canadian Radio-television and Telecommunications Act (1976)
- National Telecommunications Powers and Procedures Act
- Pay Television Regulations
- Radio Regulations (1986)
- Railway Act
- Specialty Services Regulations (1989)
- Television Broadcasting Regulations (1987)

Organizational Units and their Role

Broadcasting Sector

The broadcasting component is composed of three sectoral activities — Radio, Television and Cable, and Pay and Specialty Services.

The **Radio, Television and Cable, and Pay and Specialty Services** directorates are responsible for content policy development, as well as operational compliance, monitoring and analysis of applications. They provide advice on operational, policy and regulatory aspects of the radio, television and cable industries and assist in determining priorities and plans regarding future broadcasting developments.

Information Services Directorate

The Information Services Directorate formulates and evaluates communications strategies, policies and initiatives and is responsible for all public relations activities, as well as for the production and distribution of CRTC publications. The Directorate also responds to briefs, letters, written inquiries and complaints received by the Commission.

Corporate Management/Secretary General

This sector is the official point of contact between the Commission and the public. It co-ordinates Commission activities commonly utilized by both the broadcasting and telecommunications sectors.

The **Secretariat Operations Branch** oversees the Planning and Scheduling Branch, the Proceedings Section, the Public Hearings Branch, the Decisions Branch, and the Branch Administration Officer. The Branch also exercises functional direction over the four regional offices with respect to regional intelligence gathering activities in the broadcasting and telecommunications fields and to federal-provincial relations. The Branch also administers the *Access to Information Act* and the *Privacy Act*.

The **regional offices** are four in number and provide an official CRTC presence in the various regions of Canada to advise headquarters of the concerns of interested parties in their region. They provide information to provincial governments, the industry, the academic community and the public.

The **Licensing Branch** operates the licence assessment program for the broadcasting industry's radio, television, cable, pay and specialty services, subscription TV, broadcast distribution undertakings, and special services sectors. The Branch also directs policy studies to establish rates and amend regulations respecting licensing fees.

The **Corporate Analysis Branch** is responsible for the Commission's marketing, financial, corporate and ownership analysis policies, as well as ownership compliance and control and market success of the broadcasting industries.

The **Technical Policy, Planning and Analysis Branch** monitors new technical developments in the broadcasting field and provides day-to-day advice on the technical operations of the broadcasting system.

The **Finance and Management Services Branch** provides financial, program planning, management and administrative services to ensure the most effective operation of the Commission and the most cost-effective and efficient development and use of new services and facilities. It collects broadcast licence fees and helps to formulate licence fee regulations. The Branch also co-ordinates data processing activities for the Commission; maintains a library for communications industry information in Canada; and administers the Commission's records management, mail room and fleet management services.

The **Personnel Branch** advises the chairman and branch directors on all aspects of personnel and special program administration, including employment equity. Responsibility also entails the administration of the CRTC's security function.

The **Audit and Evaluation Branch** performs internal audits (financial, compliance, operational), and evaluates program effectiveness. It also studies and reviews regulatory reform.

The **Strategic Planning Branch** is charged with implementing a strategic planning system within the CRTC to determine the Commission's priorities and allocate resources to meet these priorities. It also co-ordinates strategic planning activities in the Broadcasting

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

Sector and the Telecommunications Directorate and conducts environmental scanning and analyses.

Telecommunications Directorate

The principal mandate of this directorate is to ensure that the rates and tariffs charged by the carriers under federal jurisdiction are just and reasonable and not unjustly discriminatory. The Directorate assesses tariffs and agreements filed for approval by carriers; assists the Commission in the development of regulatory policies, decisions and orders; and identifies and analyzes regulatory issues stemming from individual applications or major hearings.

The **Economic, Social and Technical Analysis Branch** analyzes and provides advice to the Commission on rates and tariffs, market structure, current and future regulatory issues, technical issues, service quality and socio-economic aspects of regulatory issues. The Branch is responsible for assessing the carriers' construction programs and for advice to the Commission regarding the depreciation, renewal and amortization of carrier equipment.

The **Financial Analysis Branch** is concerned with the financial aspects of rate regulation and the carriers' inter-corporate activities; statistical analysis; accounting; and auditing carrier activities. The Branch is also responsible for the implementation of the Cost Inquiry, Phase III.

The **Operations Branch** plans and co-ordinates telecommunications staff agendas; receives and schedules applications; advises applicants on proper procedure; and formulates, drafts and edits public notices, orders and decisions issued by the Commission. The Branch is also responsible for the resolution of subscriber complaints and enquiries.

Legal Directorate

The CRTC's general counsel and staff provide legal services to the Commission concerning the interpretation and implementation of the *CRTC Act* and the *Broadcasting Act*, the various acts on telecommunications, statutory instruments made pursuant to these acts, and the related federal and provincial legislation. Counsel advise the Commission of the legal implications of policy matters, conduct questioning, and advise on procedural matters at public hearings. They also make recommendations and carry out legal proceedings instituted by or against the Commission.

Additional Information

Information about the CRTC may be obtained either in person, by telephone, or by writing to the following services:

Headquarters

Information Services
CRTC
Central Building, 5th Floor
Les Terrasses de la Chaudière
1 Promenade du Portage
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0N2)
(819) 997-0313
TDD: (819) 994-0423
Telex: 053-4253
Telecopier: (819) 994-0218

Regional Offices

Atlantic Region

Director General
CRTC
Barrington Tower, Room 428
Scotia Square
Halifax, Nova Scotia
B3J 2A8
(902) 426-7997
TDD: (902) 426-7268
Telecopier: (902) 426-2721

Quebec Region

Director General
CRTC
East Tower, 6th Floor
Complex Guy Favreau
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-6607
TDD: (514) 283-8316
Telecopier: (514) 283-3689

Midwest Region

Director General
CRTC
Kensington Building
275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3
(204) 983-6306
TDD: (204) 983-8274
Telecopier: (204) 983-6317

Pacific Region

Director General
CRTC
Suite 1500, 800 Burrard Street
P.O. Box 1580
Vancouver, British Columbia
V6Z 2G7
(604) 666-2111
TDD: (604) 666-0778
Telecopier: (604) 666-8322

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Canadian Radio-television and Telecommunications Commission
Central Building, 5th Floor
Les Terrasses de la Chaudière
1 Promenade du Portage
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0N2)
(819) 994-5366

Reading Room

The Commissions's library has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: 2nd Floor, Central Building, Les Terrasses de la Chaudière, 1 Promenade du Portage, Hull, Quebec.

Classes of Records

CRT/BRO-025
Ownership of Broadcasting Undertakings
Description: Information on the ownership history of radio, televison and cable television undertakings. *Topics:* Principal shareholders and holdings; control; multiple ownership; administrators and executives; and security companies. *Retrievability:* Files arranged by licensee.

CRT/BRO-030
Technical Briefs
Description: Technical information supplied to the Commission in the form of engineering briefs concerning the establishment of new, or modification to existing, radio and television stations. *Topics:* Applicant, station identification; location of transmitter; population and households covered by signal; channel frequency and power; signal interference; other relevant engineering data. *Retrievability:* Files arranged by applicant.

CRT/BRO-040
Processing of Applications
Description: Information on broadcasting and cable applications. *Topics:* Public hearing decisions, notices; programming evaluations; program schedules; media visit reports. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

CRT/BRO-045
Correspondence on Programming
Description: Correspondence on programming between broadcasters, cable operators, the public and the Commission. *Topics:* Complaints, program schedules; applications, equipment surveys; community programming on cable; correspondence on programming in general including political broadcasts and advertising. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

CRT/SEC-050
Interventions
Description: Information on interventions received by the CRTC to support, oppose or modify an application. *Topics:* Name, address and telephone number of intervener (or his agent); text of intervention; and related correspondence. *Retrievability:* Files arranged by applicant name or by date and location of public hearing.

CRT/BRO-055
Broadcasting Decisions
Description: Complete computerized index of all applications to the CRTC; also broadcasting and cable decisions. *Retrievability:* Files arranged by decision number, licensee name, public hearing location.

CRT/SEC-070 *Formerly identified as:* CRT/BRO-070
Research Grants and Contributions
Description: Information on applications for research grants and contributions. *Topics:* Name and address of applicant; outline of objectives of project; operational plan for carrying out the project; breakdown of total resources required; other sources of funding; period over which project extends; ultimate benefits to be derived from the project; referee report prepared by a research branch member. File inactive since 1984.

CRT/SEC-080
Commission Proceedings
Description: Information on Commission proceedings dealing with broadcasting and telecommunication matters. *Topics:* Public notices; public announcements; decisions; circular letters; telecommunications orders; and public hearing transcripts. *Retrievability:* Files arranged by applicant, date, and location of public hearing. *Storage Medium:* Public hearing transcripts available on microfilm and hardcopy.

CRT/BRO-085
Statistical Information
Description: Information on all aspects of broadcasting and telecommunications in Canada. *Topics:* AM and FM radio; television and cable television; advertising; licensing; programming; pay television; telephone services; telecommunications carriers; communications satellites; demographics.

CRT/BRO-100
Broadcasting Technical Database
Description: Technical information on operating television and radio stations. *Topics:* Coverage areas; frequency; power; other technical parameters. *Retrievability:* Files arranged by location and licensee. *Storage Media:* Magnetic tapes and hardcopy.

CRT/BRO-105
Television Program Logs
Description: Information on television program logs. *Topics:* Origin of program; category of program; other data obtained from station logs. *Retrievability:* Files arranged by station and year. *Storage Media:* Magnetic tapes and hardcopy.

CRT/SEC-110
Licensing, Planning and Control Database
Description: Information on the processing of applications, scheduling of public hearings and licensed radio, television and cable undertakings. *Topics:* Licensees, applications, decisions, public hearings. *Retrievability:* Files arranged by public hearing date, location, applicant, type of application and date in the case of

processing of applications; licensee information retrievable by location, name, decision number, expiry date, public hearing, language, program source, network affiliation; public hearing information filed by date and location. *Storage Media:* Magnetic tapes and hardcopy.

CRT/TEL-120
Inquiries and Complaints
Description: Inquiries and complaints dealing with services provided by federally regulated telecommunications carriers. *Topics:* Quality of telephone service; construction programs. *Retrievability:* Files arranged by telecommunications carrier or complainant.

CRT/TEL-125
Applications
Description: Information on telecommunications proceedings from the application to the final decision. *Topics:* Applications; interventions; interrogatories; public hearing transcripts; exhibits; public notices; decisions. *Retrievability:* Files arranged by applicant and date and location of public hearing.

CRT/TEL-130
Correspondence on Telecommunications Regulation
Description: Correspondence and agreements between the regulatory agencies and independent telephone companies and other telecommunications carriers. *Topics:* Tariff agreements; general regulations; related correspondence. *Retrievability:* Files arranged by carrier or company.

CRT/TEL-135
Tariff Applications
Description: Information on tariff applications by federally regulated telecommunications common carriers. *Topics:* Tariff applications; rates; new tariff items and revisions. *Retrievability:* Files arranged by carrier.

CRT/LEG-140
Legal Correspondence on Broadcasting
Description: Information on legal issues involving correspondence between a licensee and the CRTC, as well as advice given to the licensing branch on legal matters. *Topics:* Complaints; share transfers; regulation; commercial deletion and substitution; non-compliance. *Retrievability:* Files arranged by medium and licensee name.

CRT/LEG-145
Legal Advice on Broadcasting Issues
Description: Information on internal legal advice on major issues of concern to the Commission in the area of broadcasting. *Topics:* Educational broadcasting; political broadcasts; multilingual and religious broadcasting; communications satellites; pay television; balance in programming; unauthorized broadcasting; obscenity.

CRT/LEG-150
Advertising Practices
Description: Information on media advertising practices that contravene CRTC policy and regulations. *Topics:* Children's advertising; food and drugs; balanced programming; commercial production; beer, wine and cider advertising. *Retrievability:* Files arranged by public notices.

CRT/LEG-155
Prosecution Cases
Description: Case documentation, court documents and correspondence during litigation. *Topics:* Canadian content violations; unlicensed systems; excessive commercialism; offensive programming; and other violations of regulations. *Retrievability:* Files arranged by licensee.

CRT/LEG-160
Telecommunications Issues
Description: Information on legal issues involving federally regulated telecommunications carriers. *Topics:* Rates; tariffs; interconnection; equity issues; toll sharing; agreements. *Retrievability:* Files arranged by telecommunications common carrier.

CRT/BRO-165
Radio — Broadcasting Profile (New)
Description: General information relating to individuals and/or companies authorized to operate radio broadcasting undertakings (AM or FM) in Canada. *Topics:* Call sign; licensee name; band; format; address and telephone number; region; language; frequency; power of transmission; system number; licensee number; affiliation; first year of operation; market; class; general manager; program director; expiry date; audience information. *Retrievability:* Files arranged by call sign.

CRT/BRO-170
Radio — Canadian Content Contribution (New)
Description: Canadian content contribution commitments for radio broadcasters in Canada. *Topics:* Commitments by call signs, by province, by region, by ownership; national statistics. *Retrievability:* Files arranged by call sign.

CRT/BRO-175
Radio Music Hits (New)
Description: A record of all Canadian selections and any selection that appeared on a recognized Canadian and/or American chart (Billboard 100, Billboard AC). *Topics:* Musical selection and authors. *Retrievability:* Files are arranged by title or author.

CRT/SEC-901
Administration
Description: See Standard Classes of Records.

CRT/SEC-902
Acts and Legislation
Description: See Standard Classes of Records.

CRT/SEC-903
Administration and Management Services
Description: See Standard Classes of Records.

CRT/SEC-904
Co-operation and Liaison
Description: See Standard Classes of Records.

CRT/SEC-905
Buildings and Properties
Description: See Standard Classes of Records.

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

CRT/SEC-906
Buildings
Description: See Standard Classes of Records.

CRT/SEC-908
Utilities
Description: See Standard Classes of Records.

CRT/SEC-909
Equipment and Supplies
Description: See Standard Classes of Records.

CRT/SEC-910
Furniture and Furnishings
Description: See Standard Classes of Records.

CRT/SEC-911
Office Appliances
Description: See Standard Classes of Records.

CRT/SEC-912
Procurement
Description: See Standard Classes of Records.

CRT/SEC-913
Vehicles
Description: See Standard Classes of Records.

CRT/SEC-914
Finance
Description: See Standard Classes of Records.

CRT/SEC-915
Accounts and Accounting
Description: See Standard Classes of Records.

CRT/SEC-916
Audits
Description: See Standard Classes of Records.

CRT/SEC-917
Budgets
Description: See Standard Classes of Records.

CRT/SEC-918
Personnel
Description: See Standard Classes of Records.

CRT/SEC-919
Classification of Positions
Description: See Standard Classes of Records.

CRT/SEC-920
Employment and Staffing
Description: See Standard Classes of Records.

CRT/SEC-921
Human Resources
Description: See Standard Classes of Records.

CRT/SEC-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

CRT/SEC-923
Official Languages
Description: See Standard Classes of Records.

CRT/SEC-924
Pensions and Insurance
Description: See Standard Classes of Records.

CRT/SEC-925
Salaries and Wages
Description: See Standard Classes of Records.

CRT/SEC-926
Staff Relations
Description: See Standard Classes of Records.

CRT/SEC-927
Training and Development
Description: See Standard Classes of Records.

Deleted Classes of Records

The following class of records has been deleted and incorporated into other classes of records held by the CRTC:

CRT/BRO-075 Research Documentation

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION

CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION
(CRT)

BROADCASTING SECTOR
(BRO)

025 Ownership of Broadcasting Undertakings
030 Technical Briefs
040 Processing of Applications
045 Correspondence on Programming
055 Broadcasting Decisions
085 Statistical Information
100 Broadcasting Technical Database
105 Television Program Logs
165 Radio — Broadcasting Profile
170 Radio — Canadian Content Contribution
175 Radio Music Hits

CORPORATE MANAGEMENT/ SECRETARY GENERAL
(SEC)

050 Interventions
070 Research Grants and Contributions
080 Commission Proceedings
110 Licensing, Planning and Control Database
901 Administration
902 Acts and Legislation
903 Administration and Management Services
904 Co-operation and Liaison
905 Buildings and Properties
906 Buildings
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicles
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

TELECOMMUNICATIONS DIRECTORATE
(TEL)

120 Enquiries and Complaints
125 Applications
130 Correspondence on Telecommunications Regulation
135 Tariff Applications

LEGAL DIRECTORATE
(LEG)

140 Legal Correspondence on Broadcasting
145 Legal Advice on Broadcasting Issues
150 Advertising Practices
155 Prosecution Cases
160 Telecommunications Issues

INFORMATION SERVICES DIRECTORATE

ACCESS TO INFORMATION CO-ORDINATOR
CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION
CENTRAL BUILDING, 5th FLOOR
LES TERRASSES DE LA CHAUDIÈRE
1 PROMENADE DU PORTAGE
HULL, QUEBEC
(MAIL OTTAWA, ONTARIO K1A 0N2)

Chapter 27

CANADIAN SALTFISH CORPORATION

A. GENERAL INFORMATION

Historical Background

The *Saltfish Act*, 1970, gives the Corporation a monopoly on the inter-provincial and export trade in cured saltfish (bulk and dried) produced in the province of Newfoundland and Labrador and on the lower north shore of the province of Quebec. The Corporation is listed in Schedule C, Part 1, of the *Financial Administration Act*.

Responsibilities

The Canadian Saltfish Corporation is mandated to maximize returns from the saltfish trade through central desk selling, and to rationalize production.

Legislation

- Saltfish Act (1970)

Organizational Units and their Role

The board of directors of the Corporation is composed of a chairman, who is also president of the Corporation, one director from each participating province, as well as five other directors. Each is appointed by the Governor in Council to hold office for a period not exceeding five years. Provincial directors are recommended by the lieutenant-governor of the province concerned.

Saltfish processing companies in the regions specified in the Corporation's mandate have become its agents for the purchase, handling and preparation of products.

Additional Information

Requests for further information about the Corporation and its functions may be addressed to:

The Comptroller
Canadian Saltfish Corporation
P.O. Box 9440
St. John's, Newfoundland
A1A 2Y3
(709) 772-6080

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

The President
Canadian Saltfish Corporation
P.O. Box 9440
St. John's, Newfoundland
A1A 2Y3
(709) 772-6070

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: Torbay Road, St. John's, Newfoundland.

Classes of Records

SFC/SFC-005 *Formerly identified as:* DFO/CSC-100
Fishermen's Assistance Programs
Description: Case files on fish grade, fish size and catch value (weight and dollars).

SFC/SFC-901
Administration (New)
Description: See Standard Classes of Records.

SFC/SFC-902
Acts and Legislation (New)
Description: See Standard Classes of Records.

SFC/SFC-903
Administration and Management Services (New)
Description: See Standard Classes of Records.

SFC/SFC-904
Co-operation and Liaison (New)
Description: See Standard Classes of Records.

SFC/SFC-905
Buildings and Properties (New)
Description: See Standard Classes of Records.

CANADIAN SALTFISH CORPORATION

SFC/SFC-906
Buildings (New)
Description: See Standard Classes of Records.

SFC/SFC-907
Lands (New)
Description: See Standard Classes of Records.

SFC/SFC-908
Utilities (New)
Description: See Standard Classes of Records.

SFC/SFC-909
Equipment and Supplies (New)
Description: See Standard Classes of Records.

SFC/SFC-910
Furniture and Furnishings (New)
Description: See Standard Classes of Records.

SFC/SFC-911
Office Appliances (New)
Description: See Standard Classes of Records.

SFC/SFC-912
Procurement (New)
Description: See Standard Classes of Records.

SFC/SFC-913
Vehicles (New)
Description: See Standard Classes of Records.

SFC/SFC-914
Finance (New)
Description: See Standard Classes of Records.

SFC/SFC-915
Accounts and Accounting (New)
Description: See Standard Classes of Records.

SFC/SFC-916
Audits (New)
Description: See Standard Classes of Records.

SFC/SFC-917
Budgets (New)
Description: See Standard Classes of Records.

SFC/SFC-918
Personnel (New)
Description: See Standard Classes of Records.

SFC/SFC-919
Classification of Positions (New)
Description: See Standard Classes of Records.

SFC/SFC-920
Employment and Staffing
Description: See Standard Classes of Records.

SFC/SFC-921
Human Resources (New)
Description: See Standard Classes of Records.

SFC/SFC-922
Occupational Health, Safety and Welfare (New)
Description: See Standard Classes of Records.

SFC/SFC-923
Official Languages (New)
Description: See Standard Classes of Records.

SFC/SFC-924
Pensions and Insurance (New)
Description: See Standard Classes of Records.

SFC/SFC-925
Salaries and Wages (New)
Description: See Standard Classes of Records.

SFC/SFC-926
Staff Relations (New)
Description: See Standard Classes of Records.

SFC/SFC-927
Training and Development (New)
Description: See Standard Classes of Records.

CANADIAN SALTFISH CORPORATION

CANADIAN SALTFISH CORPORATION

(SFC)

005 Fishermen's Assistance Programs
901 Administration
902 Acts and Legislation
903 Administration and Management Services
904 Co-operation and Liaison
905 Buildings and Properties
906 Buildings
907 Lands
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicles
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

ACCESS TO INFORMATION
CO-ORDINATOR
CANADIAN SALTFISH
CORPORATION
P.O. BOX 9440
ST. JOHN'S, NEWFOUNDLAND
A1A 2Y3

Chapter 28

CANADIAN SECURITY INTELLIGENCE SERVICE

A. GENERAL INFORMATION

Historical Background

The Canadian Security Intelligence Service (CSIS) was created on July 16, 1984 by the *Canadian Security Intelligence Service Act*. The functions now carried out by CSIS were formerly carried out by the Royal Canadian Mounted Police (Security Service).

Responsibilities

The Canadian Security Intelligence Service is responsible for investigating and advising the government on threats to the security of Canada and providing security assessments to government departments, pursuant to the authority of the *Canadian Security Intelligence Service Act*.

Legislation

- Canadian Security Intelligence Service Act

Organizational Units and their Role

A breakdown of organizational units within the Service is not provided, for security considerations. Information holdings on all classes of records are within the functional activity of the Deputy Director, Administration and Services.

Manuals

- Administration Manual
- Operational Manual
- Technical Aids, Policy and Procedures Manual

Additional Information

Requests for further information on the Service should be directed to:

Canadian Security Intelligence Service
Communications Branch
P.O. Box 9732
Ottawa Postal Terminal
Ottawa, Ontario
K1G 4G4
(613) 782-0100

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

The Director
Canadian Security Intelligence Service
P.O. Box 9732
Ottawa Postal Terminal
Ottawa, Ontario
K1G 4G4

Attention: Information Access Section
(613) 993-1159

Reading Room

The public reading room of the Ministry of the Solicitor General of Canada has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect Canadian Security Intelligence Service manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: 340 Laurier Avenue West (Street Level), Ottawa, Ontario.

Classes of Records

SIS/DDS-005
Security Assessments
Description: Information on the administration, policy, statistics and management functions of the security assessment programs of the Service, conducted under section 13 of the *Canadian Security Intelligence Service Act* and government security policy. This includes policy development, research and statistics relating to the programs where an appraisal is made of an individual's loyalty and reliability; arrangements with the government of a province or a department thereof, or any police force in a province to provide security assessments; arrangements with the government of a foreign state, international organization of states or any institution thereof to provide security assessments. Information is also held in respect to policy and procedures to provide advice for citizenship and immigration programs in accordance with section 14 of the *Canadian Security Intelligence Service Act*. *Topics:* Policy development, co-operation and liaison with government agencies (domestic and foreign). *Retrievability:* By topic. *Storage Media:* Hardcopy and/or EDP systems.

SIS/DDS-010
Counter-intelligence and Counter-terrorism
Description: Information on past, current and projected threats to the security of Canada as defined in the *Canadian Security Intelligence Service Act*; briefly, espionage or sabotage that is against or is

detrimental to the interest of Canada; or, activities directed toward or in support of such activity; foreign influenced activities within or relating to Canada that are detrimental to the interest of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. *Topics:* Organizations and groups engaged in the above activities, threat assessments, emergency measures and contingency plans. *Retrievability:* By topic, group or organization. *Storage Media:* Hardcopy, EDP or microfiche.

SIS/DDS-015
Communications Security
Description: Information on the evaluation and need for secure communications and the selection, installation and maintenance of communication security equipment. *Topics:* Planning and research of cryptographic equipment; training of personnel; liaison with other government departments and countries; acquisition, installation and maintenance of cryptographic and other high security communication equipment; technical standards and operational procedures of communications security (Comsec) equipment; electromagnetic interference (EMI) evaluations and specifications; and Comsec Policy and Guidelines. *Retrievability:* By activity, program or project. *Storage Media:* Hardcopy and microfiche.

SIS/DDS-020
Sources of Information
Description: Information on the administration, policy and management functions of all human source operations. *Topics:* Policy development and management of sources. *Retrievability:* By topic. *Storage Media:* Hardcopy, microfiche or EDP systems.

SIS/DDS-025
Internal Security
Description: Information on all aspects of administering a security program, including management, supervision, co-ordination and audit of personnel and physical security programs to ensure that standards are established and maintained. *Topics:* Policy; security reports; statistics; security surveys; security briefings; personnel and property security; investigations and breaches of security. *Retrievability:* By topic. *Storage Media:* Hardcopy and/or EDP systems.

SIS/DDS-030
Scientific, Technical and Operational Support
Description: Information on matters affecting the administration, policy, statistics and management functions regarding technical, electronic and telecommunications support to CSIS investigations, through the provision of equipment and expertise in the field of audio, visual or physical surveillance, and also the voice identification program. *Topics:* Research, development and acquisition of technical equipment; voice identification analysis and multilingual translation services; the procedures and documentation necessary to the obtaining of warrants, pursuant to section 16 of the *Official Secrets Act* and section 21,22 and 23 of the *Canadian Security Intelligence Service Act*. There may be limited information regarding security engineering and security systems. *Retrievability:* By project or topic. *Storage Media:* Microfilm, hardcopy and EDP systems.

SIS/DDS-035
Policy and Research — Access to Information and Privacy Acts
Description: Information on policy and research for existing and proposed legislation in the areas of record collection, use, disclosures, disposal and exemptions. *Topics: Access to Information Act* and *Privacy Act* (chapter 111, Revised Statutes of Canada); general correspondence; foreign and provincial privacy and access legislation; liaison with other government institutions; and statistics. *Retrievability:* By subject matter. *Storage Medium:* Hardcopy.

SIS/DDS-040
Corporate Planning
Description: Information on matters relating to policy planning and co-ordination of the Canadian Security Intelligence Service (CSIS) activities prepared for the Director and senior management. *Topics:* Planning and accountability reporting of CSIS activities; briefing for CSIS meetings held internally, interdepartmentally and internationally; ministerial correspondence; Housebook cards; special projects and correspondence as required by the Director; creation and amendment to CSIS policy and directives. *Retrievability:* By subject matter. *Storage Media:* Hardcopy and/or EDP systems.

SIS/DDS-045
Disclosures
Description: Information on requests for access, correction or annotation, complaints, consultation between federal departments over release of information, policies and procedures governing access. *Topics:* Access requests under the *Access to Information Act* and *Privacy Act;* assistance to other departments or agencies; policies and procedures governing access; and the application of exemptions and release procedures in general. *Retrievability:* By subject matter. *Storage Media:* Hardcopy and EDP systems.

CANADIAN SECURITY INTELLIGENCE SERVICE

CANADIAN SECURITY INTELLIGENCE SERVICE
(SIS)

DIRECTOR

DEPUTY DIRECTOR
ADMINISTRATION AND
SERVICES
(DDS)

005 Security Assessments
010 Counter-intelligence and Counter-terrorism
015 Communications Security
020 Sources of Information
025 Internal Security
030 Scientific, Technical and Operational Support
035 Policy and Research — Access to Information and Privacy Acts
040 Corporate Planning
045 Disclosures

THE DIRECTOR
CANADIAN SECURITY
INTELLIGENCE SERVICE
P.O. BOX 9732
OTTAWA POSTAL TERMINAL
OTTAWA, ONTARIO
K1G 4G4
ATTENTION: INFORMATION ACCESS
SECTION

Chapter 29

THE CANADIAN WHEAT BOARD

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 30

COMMUNICATIONS CANADA

A. GENERAL INFORMATION

Historical Background

The Department of Communications (DOC) was established in 1969 by the *Government Organization Act*. In July 1980, responsibility for the federal government's arts and culture program, along with responsibility for a number of agencies, was transferred from the Secretary of State to the Minister of Communications.

Responsibilities

In the field of telecommunications, the Department is concerned with the electronic means of creating, processing, storing, distributing, displaying, accessing, and exchanging information. Its activities are focused on broadcasting, communications research and on Canada's role in satellite communications. Its clientele consists largely of private and public sector institutions that either manufacture equipment or provide services. In the cultural field, the Department is concerned with a host of public and private institutions and with the cultural content that flows through electronic and non-electronic channels of communications. It includes among its clients the creators and administrators of cultural content.

Legislation

- Bell Canada Act
- British Columbia Telephone Company Act
- Broadcasting Act
- Canada Council Act
- Canadian Film Development Corporation Act
- Canadian Radio-television and Telecommunications Commission Act
- Copyright Act
- Cultural Property Export and Import Act
- Department of Communications Act
- Investment Canada Act
- National Archives of Canada Act
- National Arts Centre Act
- National Film Act
- National Library Act
- National Museums Act
- National Telecommunications Powers and Procedures Act
- National Transportation Act and Railway Act (telegraphs and telephones)
- Radio Act
- Teleglobe Act
- Telegraphs Act
- Telesat Canada Act

Organizational Units and their Role

The Department of Communications is headed by the deputy minister and supported by one senior assistant deputy minister responsible for Corporate Policy and four assistant deputy ministers who are responsible for the following sectors: Technology, Research and Telecommunications, including the Government Telecommunications Agency, Spectrum Management and Regional Operations; Cultural Affairs and Broadcasting; and Corporate Management.

Nine agencies in the communications and cultural field report to Parliament through the Minister of Communications. The Minister of Communications is also responsible to Parliament for the Canadian Radio-television and Telecommunications Commission (CRTC), which regulates broadcasters, cable services and national telecommunications services.

Corporate Policy Sector

This sector co-ordinates federal-provincial-territorial activities in communications and culture; develops Canada's policy on international aspects of communications and culture; integrates and harmonizes policy within the Department; develops and disseminates policy, program and regulation information to the communications and cultural industries and the general public; and provides legal advice to the Department.

The **International Relations Branch** develops and implements policies, programs and strategies required at the international level to promote, protect and achieve national communications and cultural interests and objectives. It is responsible for ensuring that significant international developments and factors are taken into account in the formulation of national communications and cultural policies; and for the effectiveness of the Department's representation in all bilateral and multilateral negotiations and activities affecting Canadian communications and cultural interests. This involves preparing and negotiating film and video co-production agreements with key foreign countries; promoting the international marketing of Canadian cultural products; and co-ordinating Canadian presentations to such international organizations as the International Telecommunication Union and UNESCO, including preparation of Canadian proposals and negotiating strategies in consultation with the private sector and provinces, in order to ensure that future Canadian requirements can be achieved within established international conventions. In addition, it provides policy guidance regarding international trade and aid to developing nations; participation in international space communications activities such as INTELSAT and INMARSAT; and spectrum co-ordination with the United States in border areas.

The **Federal-Provincial Relations Branch** is responsible for advancing the federal government's interests in communications and culture through bilateral and multilateral meetings, information exchange, co-ordination, consultation and negotiation with provinces and territories. The Branch promotes regional considerations in policy development and program delivery, including co-ordination leading to economic and regional development subsidiary agreements with the provinces in the areas of communications and cultural industries.

This **Information Services Branch** plans and implements information activities to facilitate communications between the Department and the public, as well as communications within the Department. It provides information on the policies, programs and activities of the Department and informs departmental managers of the interests and concerns of the public and client organizations as expressed in the media and through correspondence, public meetings, and direct contact with information officers. Methods include planning communications programs and activities.

The **Strategy and Plans Branch** is responsible for ensuring coherence and consistency with overall government priorities, for all departmental endeavours, including policies, programs, regulations and legislation. It provides direction in the development of policy in the fields of communications and culture. The Branch also provides briefings to the Minister on all major departmental and agency proposals submitted to Cabinet as well as those of other departments which have implications for the Department of Communications. This involves the implementation and management of the corporate strategic and policy planning for the Department; the management and co-ordination of departmental Parliamentary business including legislative initiatives; the management of Cabinet business for the Department, including liaison with central agencies; the conduct of medium to longer term strategic planning, environmental scanning and forecasting, the devleopment and co-ordination of corporate statisitcs; and the conduct of fiscal analysis and special projects with cross-sectoral implications.

The **Program Evaluation** unit conducts comprehensive, objective and timely evaluations of departmental programs and their results, develops evaluation frameworks for new programs and responds to additional requests from senior management for evaluation information in order to support the corporate priority-setting process and to conform to the requirements of the Office of the Comptroller General.

The **Internal Audit Directorate** undertakes independent and systematic reviews and assessments of organizational components, operations, activities and programs of the Department, so that it may provide objective information to senior management on the degree of efficiency, and cost-effectiveness of management policies, practices and controls. The Directorate also assesses the extent of compliance with government acts and regulations, central agency and departmental policies and policy guidelines. Internal Audit ensures that public funds and assets are adequately protected.

Technology, Research and Telecommunications Sector

The overall objective of the Sector is to foster the orderly development and use of communications, information and broadcast systems, services and infrastructure to meet Canadian economic, social and cultural needs. Communications services are improved and extended by appropriate policies and efforts to increase the scientific and technical expertise of government, industry and the scientific community in the fields of telecommunications and informatics. In addition, communications services are enhanced through the development and exploitation of advanced technologies in the fields of telecommunications and informatics by Canadian industry, for both the domestic and international markets. Other activities intended to improve communications services involve the planning, co-ordination and management of telecommunications services and facilities that satisfy the requirements of federal departments and agencies at the lowest possible cost through a revolving fund.

The role of the **Technology and Policy Planning Branch** is to provide early information on the opportunities and threats for Canada resulting from new developments in communications-related sciences and technologies, and from changes in the regulatory, industrial, social and economic environments, in Canada and abroad. The Branch also has the responsibility to develop and maintain departmental policies and plans based on this knowledge in the field of advanced communications and information technologies.

The **Communications Development Branch** relies on its own specialists and co-operates with other departments and agencies to foster the orderly and efficient development and application of advanced information and communications technologies in Canadian industries creating, manufacturing and marketing those technologies for domestic and foreign markets. It assists the communications and informatics industries in exploring opportunities at home and abroad for goods and services through in-house economic analysis, marketing support, technological expertise and research and development. The Branch is responsible for the development, procurement and implementation of new or improved communications products and services developed by government research laboratories and in industry. These products and services are intended to meet user requirements in areas and regions of Canada. The Branch is also responsible for the establishment of appropriate institutes for the application of such technological innovation across Canada.

The **Telecommunications Policy Branch** formulates and recommends policies and programs governing and promoting the establishment, development and efficiency of national and international telecommunications facilities and services. This includes policy initiatives for institutional, corporate and inter-corporate structures and relationships (carrier competition, terminal attachment, conditions of service); the optimal development of telecommunications networks (integration of satellite and terrestrial networks, standards of service to remote areas of Canada); allocation and use of the radio frequency spectrum and the geostationary orbit resource. The Branch develops and recommends policies and strategies to foster new telecommunications services. In addition, it monitors and analyzes the activities of telecommunications corporations with federal government investment. The Branch makes recommendations on financial and regulatory matters concerning telecommunications entities within federal jurisdiction.

The **Government Telecommunications Agency** (GTA) provides shared and customized voice and data telecommunications services and facilities to federal departments and agencies. It is responsible for planning, establishing, and managing telecommunications facilities and services to economically satisfy the needs of federal departments and agencies. Designated as a mandatory common service organization providing telecommunications facilities and services for federal government users, the GTA is financed through a revolving fund and is managed on a fully cost revenue dependent basis. The Agency is included in the Telecommunications and Technology Sector to facilitate a careful assessment of the role that the federal government market should play in the development of the Canadian industry. It will implement, as appropriate, communications and information handling technologies in the government environment.

The **Communications Technologies Research Branch** brings together the research activities relevant to two major techniques used to transport information, i.e. satellites and radio. This activity also includes the Mobile Satellite (MSAT) Program.

The **Communications Devices and Components Research Branch** is concerned with the generic electronic technologies needed to process, structure and manipulate signals in civil and military communications and information systems. The Branch is also committed to ensuring the timely availability of these technologies in an effort to meet Departmental objectives in telecommunications, information management, broadcasting and culture.

The **Broadcast Technologies Research Branch** is responsible for research and development into technical aspects and related human and cultural issues of: television; sound (radio) and data broadcasting; video and film program generation; and interactive, home-based, computer information and related services. Investigations are also carried out into broadcast systems concepts and configurations for harmonization and integration of future advanced entertainment and information services, and their interworking in a variety of network arrangements.

The **Workplace Automation Research Branch** is responsible for research and development in all aspects of workplace automation. This branch works in partnership with public and private sectors, other branches of the Department of Communications and other departments, to enhance competence and expertise in Canada. Research activities of the Branch include technological, socio-economic, organizational, behavioural and international aspects. Through national and international joint projects which foster co-operation between different groups of experts, the Branch is the focal point of information exchange in the field of workplace automation.

Spectrum Management and Regional Operations Sector

This sector assigns radio frequencies to various users; sets technical standards for radio equipment and systems; provides technical support to the CRTC; co-ordinates frequency planning and assignment with the United States and other countries; and sets standards for spectrum pollution control. It analyzes and evaluates technical submissions for the use of radio spectrum; issues, renews, and amends radio station licences; collects licence fees; issues radio operator certificates; monitors and inspects radio stations; investigates interference complaints; and initiates legal proceedings against suspected offenders.

Regional Operations involve five regional offices, 43 district and sub-offices and three monitoring stations. The regions and their associated districts are the delivery points for the Department's spectrum management activity. In addition they develop and manage the regional dimension of departmental program activities and advise the Assistant Deputy Minister on regional issues and concerns. The Department's interests at the community level are represented in all aspects of its responsibilities by the district and sub-offices. While the primary role at these locations is to ensure the orderly development and use of telecommunications in Canada, these offices also provide an interface with the public, industry, governments at all levels and universities on any matter that flows from the Department's mandate.

The **Radio Regulation Branch** develops regulatory and operational policies as well as regulations governing the orderly use of the spectrum, in view of the changing needs of Canadians and technological advances. Through the Emergency Telecommunications Planning program, the Branch plans and prepares to ensure that Canada's telecommunications resources are able to provide essential communications for government, industry, and the public during national emergencies, including war.

The **Broadcast Regulation Branch** is responsible for the management of the broadcast frequency spectrum; certification of broadcasting stations; the preparation of broadcasting technical regulations, procedures, and standards; and the development and maintenance of computer systems needed to support the technical regulation of broadcasting. It is also responsible for the establishment of standard broadcast engineering methods and practices; the technical aspects relating to broadcasting in International Telecommunication Union activities; the negotiation of bilateral broadcast spectrum sharing arrangements and operational procedures with the USA and other countries; and the support of policy development.

The **Engineering Programs Branch** is responsible for standards development activity; the establishment of standard engineering methods, procedures and practices; frequency allocation plans, providing specialized engineering support for unusual or innovative application of radio; development of regulations for radio interference, and the terminal attachment program. It is also responsible for engineering support to policy formulation; the development of the necessary computer tools for spectrum management assistance systems; carrying out the Department's type approval certification; the technical aspects of international activities associated with the International Radio Consultative Committee (CCIR) and the World Administrative Radio Conferences (WARC); other international activities such as negotiating bilateral sharing arrangements with the United States and other countries, and the transfer of spectrum management technology to Canadian industry in support of promotion of exports.

The **Terminal Attachment Program** ensures the orderly introduction of customer-owned telecommunications terminal equipment designed for connection to the telecommunications carriers' networks. More specifically, it develops technical standards for terminal attachments, certifies equipment and lends technical support to the CRTC to resolve associated technical disputes.

Corporate Management Sector

This sector is responsible for providing essential support services to the programs of the Department. These services include the following: financial services, information systems and computer services, administrative and technical services, official languages, personnel services and, security and communications support services.

In addition to the services provided to the Department by the **Security and Communications Support Services Branch** in the areas of security education, enforcement and clearances, health, safety and fire prevention, the Branch provides support to other departments and agencies that do not possess their own expertise in the area of communications and electronic security. It works closely with other divisions of the Department, other government institutions and industry to promote security technology in general, and the development of security in information technology.

Cultural Affairs and Broadcasting Sector

The Cultural Affairs and Broadcasting Sector is responsible for the formulation of policies and design of programs in the fields of broadcasting and cable, film, video, sound recording, publishing, copyright, museums, heritage and the performing, literary and visual arts; advising the Minister on policies and programs across the federal cultural portfolio; administering programs and regulations assigned to the Department; and providing support to cultural industries and organizations.

The **Broadcasting Branch** is responsible for the formulation of policies and programs and for the shaping of strategies to develop public and private broadcasting in a way that contributes to the realization of Canadian social, cultural and economic objectives. The Branch also develops, co-ordinates and implements comprehensive financial and economic trend analyses in the field of broadcasting. In addition, it develops policies and legislative measures related to the regulation of radio, television and cable television, and the extension of services to under-served areas and special audiences.

The **Cultural Industries Branch** is responsible for developing policies, strategies and programs and proposing legislation in the area of film and video, sound recording and publishing with an emphasis on production, distribution, marketing and consumption of cultural products. The Branch is responsible for recommending measures to enhance the access of Canadians to the products of the domestic cultural industries, to promote their competitive position on the international markets and to foster Canadian ownership and control of these industries. The Branch works in co-operation with Investment Canada, the Export Development Corporation, National Film Board, Telefilm Canada, the Canada Council and FACTOR/MUSICACTION Canada.

The **Museums and Heritage Policy and Programs Branch** is responsible for the development and co-ordination of national museums and heritage policies, and for the development and management of the Department's heritage programs. The Branch is also responsible for the revision of the National Museums Policy and for encouraging and supporting the preservation of the national heritage and increasing public access to that heritage. These responsibilities are assumed through the following organizations and programs: the Canadian Conservation Institute, the Canadian Heritage Information Network, the Museum Assistance Program and the International Program. It is also responsible for the administration of the *Cultural Property Export and Import Act*, as well as the Insurance Program for Travelling Exhibitions.

The **Arts and Policy Planning Branch** is responsible for providing support to the Sector by developing long-term strategic policies; for strategic policy analysis and specialized policy support on issues which are cross-sectoral in nature and for directing the conduct of research programs involving extensive data collection and analysis. The Branch acts as the focal point within the sector for the overall management of Economic Regional Development Subsidiary agreements arising out of the Economic Regional Development Agreements (ERDA) made with the provinces in the areas of communications (broadcasting and production-related activities) and culture. It is also responsible for the development of a comprehensive arts policy and the development of the Department's support programs in the field of the performing, visual, literary and media arts. In addition, responsibility for revision of the copyright policy, including protection for artists, creators and the industries engaged in the production and distribution of cultural products falls within its mandate.

Manuals

(Corporate Policy Sector)
- International Radio Consultative Committee (CCIR)
- 1982 International Telecommunication Union Convention
- International Telecommunication Union (ITC) Radio Regulations
- International Telegraph and Telephone Consultative Committee (CCITT)

(Spectrum Management and Regional Operations Sector)
- Policy Manual (PM) — PM-1 Radio Licensing
- Radio Inspectors Manual (RIM) — RIM-1-General; RIM-1-1-Consolidation of legislation and regulations on telecommunications; RIM-2-Licensing procedures; RIM-3-Inspection-Aeronautical, Maritime Land Stations; Interference; RIM-4-Certificates-Examinations; RIM-7-Prosecutions.

Additional Information

Requests for news releases, speeches and general information on departmental policies, programs and activities, including publications, annual reports, and audio-visual materials, should be directed to:

Distribution Office
Information Services
Department of Communications
Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 0C8
(613) 990-4842, 990-4900

Outside the National Capital Region, additional information can be obtained through the regional offices. (See the addresses listed under "Reading Room").

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

The Access and Privacy Co-ordinator
Department of Communications
Journal Tower North
300 Slater Street, Room 404
Ottawa, Ontario
K1A 0C8
(613) 990-4131

Reading Room

The Department's libraries have been designated under section 71 of the *Access to Information Act* as reading rooms where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The departmental library is located at: Room 1420, Journal Tower North, 300 Slater Street, Ottawa, Ontario. There are smaller libraries at each of the five regional offices listed below.

Atlantic Regional Office

Terminal Plaza Building
1222 Main Street, 7th Floor
P.O. Box 5090
Moncton, New Brunswick
E1C 8R2
857-6505

Quebec Regional Office

Rasco Hotel
295 St. Paul Street East
Montreal, Quebec
H2Y 1H1
(514) 283-7737

Canadian Workplace Automation Research Centre

1575 Chomedey Blvd.
Laval, Quebec
H7V 2X2
(514) 682-3400

Ontario Regional Office

9th Floor, 55 St. Clair Avenue East
Toronto, Ontario
M4T 1M2
(416) 973-8215

Central Regional Office

200-386 Broadway Avenue
Winnipeg, Manitoba
R3C 3Y9
(204) 949-3166

Pacific Regional Office

800 Burrard Street, Suite 1700
Vancouver, British Columbia
V6Z 2J7
(604) 666-5424

Classes of Records

DOC/PL1-005
International Telecommunication Union (ITU) Activities
Description: Information pertaining to Canada's involvement in the International Telecommunication Union activities in consultation, management, regulation, development, standards setting and technical assistance. *Topics:* Administrative Council annual meetings; World Administrative Radio Conferences (WARC): mobile services, space (use of the geostationary-satellite orbit), medium-frequency broadcasting (western hemisphere), high-frequency broadcasting; International Frequency Registration Board (IFRB); International Radio Consultative Committee (CCIR): national and international study group meetings, plenary assembly meeting (every four years); International Telegraph and Telephone Consultative Committee (CCITT): national and international study group meetings, plenary assembly meeting (every four years); plenipotentiary conference.

DOC/PL1-010
Multilateral Relations
Description: Information pertaining to Canada's involvement in international organizations with responsibilities for international telecommunications services, for the elaboration of international guidelines for such services, or for the discussion of communications issues. *Topics:* International Telecommunications Satellite Organization (INTELSAT); International Maritime Satellite Organization (INMARSAT); International Committee on Space Research (COSPAR); Search and Rescue Satellite (SARSAT); Intergovernmental Maritime Consultative Organization (IMO); International Civil Aviation Organization (ICAO); Commonwealth Telecommunications Organization (CTO); Conference of Inter-American Telecommunications Commission (CITEL); United Nations Committee on Peaceful Uses of Outer Space (UNCOPUOS); United Nations Educational, Scientific and Cultural Organization (UNESCO); Organization for Economic Co-operation and Development (OECD); North Atlantic Treaty Organization (NATO).

DOC/PL1-015
Bilateral Relations
Description: Information on Canada's bilateral relations with other nations in the field of communications to ensure the successful pursuit of Canada's multilateral and bilateral interests, and the promotion of Canadian trade and industry. *Topics:* Canada-USA trade relations; spectrum co-ordination matters; cable and satellite retransmission rights; communications development in developing countries; satellite services — mobile, direct broadcasting satellites (DBS); implementation of ITU conference decisions; domestic and international communications policies.

DOC/PL1-020
International Cultural Liaison
Description: Information dealing with Canada's bilateral and multilateral involvement in the field of culture such as the provision of expertise and support on the international aspects that influence the establishment and implementation of cultural and artistic policies, activities and programs; formulation of recommendations for participation in international cultural meetings and conferences; preparation of briefs on international cultural matters and follow-up action and implementation of international cultural programs. *Topics:* International aspects of cultural policy, programs and activities; international protection of Canada's cultural interests; United Nations Educational, Scientific and Cultural Organization (UNESCO); Agence de coopération culturelle et technique (ACCT); Council of Europe (cultural matters); Commonwealth (cultural matters); cultural visits and missions; bilateral cultural joint commissions; international marketing support of Canadian cultural products; negotiations of bilateral film and video co-production agreements.

DOC/BC1-026
Broadcasting Policy
Description: Information on the formulation of policies and programs and on implementation strategies to develop broadcasting in a way that contributes to Canadian social, cultural and economic objectives. Information on the development and implementation of comprehensive analyses in the field of broadcasting, including the operational monitoring of the Canadian Broadcasting Corporation and broadcast-related activities of Telefilm Canada. *Topics:* Broadcasting, radio: projects, reports, policies and programs; broadcasting, television: projects, reports, policies and programs; broadcasting, cable television: projects, reports, policies and programs; Canadian Broadcasting Corporation; International Broadcasting Policy; new and specialized broadcasting services; pay television; program production; Canadian Broadcast Program Development Fund; Telefilm Canada (broadcast-related activities); Broadcasting Distribution Program. *Databases:* Radio, television and cable micro database containing information on broadcasting and cable industries that can be retrieved quickly for statistical analysis; telecommunications macro database containing information on broadcasting, cable television, telephony and telecommunications industries that can be retrieved quickly for statistical analysis.

DOC/BC1-036
Regulatory Policy
Description: Information on the development of policies and legislative measures related to the regulation of broadcasting, specifically radio, television and cable television. *Topics:* Legislation; regulations; directives to the CRTC; appeals to the Governor-in-Council (section 23 of the *Broadcasting Act*); status of cable television; copyright law and cable retransmission of broadcasts.

DOC/BC1-041
Extension of Services and Special Audiences Policy
Description: Information on policies, programs and proposals related to the extension and improvement of broadcasting, cable, telecommunications, and new programming and non-programming services for Canadians who are inadequately served by the broadcasting system because of their geographic location or their special cultural, social or physical requirements. *Topics:* Extension of services; northern communications; native communications; Northern Native Broadcast Access Program; National Reading Service Assistance Program; communications and the handicapped; broadcasting and social applications of satellites; multilingual broadcasting.

COMMUNICATIONS CANADA

DOC/TIP-046

Industry Structure and Services

Description: Policies relating to corporate relations and services in the telecommunications carriage industry. *Topics:* Legislation; competition; terms and conditions of service; terminal attachment.

DOC/TIP-051

Spectrum and Orbit Policy

Description: Domestic telecommunications policies on spectrum and orbital allocations and radio systems. *Topics:* Frequency allocation policy; spectrum utilization policy; radio system policy; orbit policy.

DOC/TIP-056

Network Policy and Standards Management

Description: National policies related to the orderly development and implementation of telecommunications networks, and management of the Canadian national effort in the CCITT or the ITU. *Topics:* Network development; standards policy; northern communications.

DOC/TIP-061

Financial and Regulatory Policy

Description: Policies relating to the regulation of the telecommunications industry. *Topics:* Telecommunications regulation; financial statistics.

DOC/PLR-065

Federal-Provincial-Territorial Relations

Description: Information on relations between the Department and the provincial or territorial departments responsible for communications and cultural affairs. *Topics:* Communications: bilateral relations with provinces and territories; broadcasting; carriage; committees; conferences; co-operation and liaison; division of powers and constitutional matters; legislation and regulations; multilateral and bilateral meetings; research; space; spectrum management; cultural affairs — provinces and territories; cultural industries; federal cultural agencies; heritage; economic regional development agreements with provinces.

DOC/PLS-070

Information Services

Description: Information on the planning, management and activities of Information Services. *Topics:* Public affairs; publications and creative services; audio-visual and exhibitions services. *Storage Media:* Files, slides, photos, films, video cassettes.

DOC/PLP-075

Legislation, Cabinet Liaison and Planning

Description: Information on legislative and Cabinet liaison processes, parliamentary activities and strategic policy planning. *Topics:* Communications and cultural initiatives and legislation; Crown corporations and agencies within the portfolio; regulatory reform; strategic planning.

DOC/DGT-081

Technology and Policy Planning

Description: Information about technological trends and priorities and the technical, economic, institutional, regulatory and social impacts of those key technologies. *Topics:* Technology assessment, research environment, telecommunications program design and assessment; artificial intelligence, new video technologies, electronic publishing, information technology.

DOC/CTR-090 *Formerly identified as:* DOC/MSP-090

Mobile Satellite Program

Description: The Mobile Satellite (MSAT) Program, begun in the latter part of 1980, exists to foster development of new mobile telecommunications services in Canada. The program has changed from a government demonstration system to a commercially led Canada-US joint venture supported by both the Department and NASA. Under the revised program Telesat Canada is to seek agreements with an American commercial operator to be licensed by the FCC. Telesat is to design the system and procure the spacecraft. The Department's responsibilities during the implementation phase include supporting technology development for the spacecraft and ground terminals, supporting Telesat in negotiation of business arrangements in Canada and the United States, ensuring adequate spectrum allocation and sharing arrangements with the United States, issuing supportive telecommunications policies, and supporting Telesat by the sharing of technological and market risk in the first generation system. *Topics:* Program and project control; system and service description; committees and working groups; international liaison; domestic and international agreements; program development; contracts and studies plan; spectrum sharing and allocation; policy and regulatory issues.

DOC/DGI-111

Industry Development Program

Description: Involves the complementary activities of economic development, industry development and marketing support to promote effective government leadership in support of the satellite, informatics, and telecommunications industries. *Topics:* Program planning; policy reports and studies; industrial objectives and opportunities; industrial capabilities and requirements monitoring; government support; technology transfer co-ordination; marketing support.

DOC/TIT-120

Government Telecommunications Program

Description: The Government Telecommunications Program provides a full range of telecommunications facilities and services for federal departments and agencies, including shared and customized voice and data systems, government of Canada telephone directories, and consulting and advisory services. In addition, the agency discharges functions for the overall planning and co-ordination of telecommunications services on behalf of the federal government. *Topics:* Systems: data, dedicated, voice, shared, inter-city network consolidation, teleconferencing; co-ordination: guidelines and standards, inter-departmental co-ordination; telecommunications projects, research, policy and planning.

DOC/CTR-130

Radio Propagation

Description: Information on the transmission of radio waves in the very low-frequency (VLF) through the extra high-frequency (EHF) bands and the design and management of analog and digital communication systems for both civilian and military applications. *Topics:* VHF/UHF propagation studies, experiments and modelling; International Satellites for Ionospheric Studies; Space Shuttle/Waves in Space Plasmas project; VLF/LF/MF/HF studies and models; microwave propagation studies and wireless environment local area networks; military communications technology, military communications systems.

COMMUNICATIONS CANADA

DOC/CTR-135
Radio Communications Technologies
Description: Research and development in the area of radio communications technology, and the performance of radio communications equipment in its operating environment for military and civil applications. *Topics:* Radio communications technology: radio frequency environment, radio systems techniques; radio communications surveillance: high-frequency radio findings, military communications.

DOC/COM-140 *Formerly identified as:* DOC/CTR-140
Optical Communications Technologies
Description: Information pertaining to research and development on optical communications and electrophotonics that have application in communications and informatics. *Topics:* Research on standards; field trials; optical computing and switching; optical and passive waveguides; military applications; fibre optics local networks.

DOC/COM-141 *Formerly identified as:* DOC/COM-165
Advanced Devices and Reliability
Description: Information pertaining to research and development of new microelectronic devices and circuits, particularly those based on compound semiconductor materials such as gallium arsenide (GaAs), and the evaluation of these materials in regard to their suitability for device and circuit fabrication. *Topics:* Device and circuit fabrication processes and evaluations; GaAs high-speed logic optoelectronic devices and circuits for data processing; and broadband switching applications.

DOC/COM-142 *Formerly identified as:* DOC/COM-165
Components and Subsystems
Description: Information pertaining to research and development on the design, testing and application of GAAS monolithic microwave integrated circuits (MMIC), miniature hybrid microwave integrated circuits (MHMIC), components for use in the EHF frequency band, and the design and application of silicon very large scale integrated circuits (VLSI). *Topics:* MMIC components and devices; EHF MHMIC components; highspeed digital components; and phased array antennas (for communications, radar and microwave landing system application).

DOC/BRT-151 *Formerly identified as:* DOC/BRT-150
Broadcast Technologies Research and Development
Description: Information on research and development in broadcasting and related technologies, systems and services. *Topics:* Television; sound (radio); datacasting; imagery; video and film generation; interactive home-services; behavioural reserch; broadcast standards and networks.

DOC/BRT-155
Behavioural Research
Description: This bank contains reports, studies, field trial evaluations, surveys, and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour, and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report to establish the identity and credibility of the source. This information is not used for administrative purposes and is not arranged or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. The retention of information depends on the length of time it is needed for related research. It is active for the fiscal years that the project is active; otherwise, active for the current fiscal year and thereafter inactive but retrievable for the next two years, after which it is stored in archives.

DOC/CTR-170
Satellite Communications
Description: Information on the research and development of communications and other space systems and subsystems. *Topics:* Space communications systems research; military satellite communications; search and rescue satellite (SARSAT); mobile satellite communications; communications signal processing; low-cost satellite telephony terminals.

DOC/WKP-190
Canadian Workplace Automation Research Centre
Description: This class of documents contains information about the programs carried out at the Centre. *Topics:* Advanced technology, integrated systems, organizational research, external co-operation, systems interconnection.

DOC/DGI-191 *Formerly identified as:* DOC/CAR-191
Communications Application Research
Description: Information on the implementation of new or improved communications products and services to meet user requirements for industrial and economic development. This involves the development and management of projects resulting from the applications of research technologies. *Topics:* Informatics applications and communications applications.

DOC/RDR-195
Spectrum Management Operations
Description: This class of documents contains information on the application of the *Radio Act* and the development and administration of regulations. *Topics:* Call signs; procedures; standards and practices; regulations; spectrum management; computer system operation: data management, Assignment Licensing System (PIB 2004), General Radio Service Licensing System; interference: complaints and suppressions; prosecutions for unauthorized installations; Radio Operator Certification Records; frequencies: co-ordination, amateur, experimental, private and public commercial, radio telephone, ships; monitoring (spectrum surveillance).

DOC/SMB-201 *Formerly identified as:* DOC/SMB-200
Broadcast Engineering Database
Description: This band contains technical and administrative information related to the technical construction and operating certificates (TCOC's) of broadcasting stations. The information is used in the issue, renewal and amendment of TCOC's under the *Radio Act* and in providing technical certification to the Canadian Radio-television and Telecommunications Commission (CRTC) to permit the issue of broadcast licenses under the *Broadcasting Act*. It is also used in meeting the technical criteria in bilateral agreements with the U.S.A. and agreements administered by the International Telecommunication Union (ITU). Some of this information is shared with: the Department of Transport to ensure that transmission of FM broadcasting stations do not interfere with aircraft communications; with Energy, Mines and Resources Canada in preparing

topographical maps; with the CRTC; with the Federal Communications Commission of the U.S.A. (FCC) related to the above agreements.

DOC/SMB-202 *Formerly identified as:* DOC/SMB-200
Community Antenna Television
Description: This bank contains technical and administrative information related to the technical construction and operating certificates (TCOC's) of cablevision distribution systems. The information is used in the issue, renewal and amendment of TCOC's under the *Radio Act* and in providing technical certification to the Canadian Radio-television and Telecommunications Commission (CRTC) to permit the issue of licenses under the *Broadcasting Act*. Parts of this information are shared with : the Department of Transport to ensure that transmission towers do not interfere with aircraft communications and navigation; and with the CRTC.

DOC/RDR-205
Emergency Telecommunications
Description: Information on emergency telecommunications planning in support of the Department's mandate summarized in Emergency Planning Order PC 1981-1305 dated 21 May 1981. *Topics:* Emergency preparedness and crisis management; interdepartmental, intergovernmental and international committees on civil emergency planning; emergency telecommunications programs and contingency plans; national warning system emergency planning and support by regions; NATO and US/Canada military and civil exercises.

DOC/SMG-210
Engineering
Description: This class of documents contains information on technical standards and procedures for radio equipment and systems, the development and implementation of radio frequency plans and frequency assignment criteria. It also contains the Terminal Attachment Program standards and procedures. *Topics:* Equipment type approval; technical methods, practices and procedures, and standards; development and engineering; spectrum management: assignment and licensing subsystems, research, special projects, pilot projects, spectrum surveillance system, automated systems development.

DOC/APP-215
Policy Planning, Research and Special Projects
Description: Information on policies, programs and proposals for economic development agreements with the provinces, cross-sectoral issues and non-programming services including broadcasting, and related communication technologies. *Topics:* Special interest groups; new technology; software and services; applied technologies; arts and culture; computer courseware; trade negotiations; subsidiary agreements to economic regional development agreements.

DOC/ACI-221 *Formerly identified as:* DOC/BCI-220
Film and Video Policy and Programs
Description: Information on cultural industries in general, their markets, industry participants, related departmental and agency programs, industry associations and policy issues. *Topics:* Canadian ownership; imports and exports; federal cultural agencies — Telefilm Canada, National Film Board; foreign investments/FIRA; tax issues; financial assistance; training and development.

DOC/ACI-222 *Formerly identified as:* DOC/BCI-220
Sound Recording Policy and Programs
Description: Information on the industry in general, its market, industry participants, related departmental and agency programs, industry associations and policy issues. *Topics:* Canadian ownership; imports and exports, copyright, customs amd immigration; federal cultural agencies — Canada Council and CRTC; foreign investments/FIRA; tax issues; financial assistance; training and development.

DOC/MHP-225
Museums, Libraries and Archives Policy
Description: Correspondence, memoranda and reports relating to museums, libraries and archives policy issues. *Topics:* Heritage; historical resources; libraries; museums; archives.

DOC/MHP-231
Canadian Cultural Agencies: Museums and Heritage
Description: Correspondence, memoranda and reports relating to the following Canadian cultural agencies: National Library of Canada, National Museums of Canada, Canada Museums Construction Corporation, and National Archives of Canada. *Topics:* National Library: mandate, policies, programs, facilities; National Museums (including the National Gallery, the Canadian Museum of Civilization, the National Museum of Natural Sciences, and the National Museum of Science and Technology): mandate, policies, programs, facilities.

DOC/APP-232
Canadian Cultural Agencies: Performing Visual and Literary Arts
Description: Correspondence, memoranda and reports relating to the following Canadian cultural agencies: Canada Council and National Arts Centre. *Topics:* Canada Council: organization and legislation, programs and development, requests for information and assistance; National Arts Centre: facilities, organization and legislation, financial policy, resident companies.

DOC/APP-235
Performing, Visual and Literary Arts Policy
Description: Correspondence, memoranda and reports relating to performing, visual and literary arts policy issues. *Topics:* Arts; performing arts; Capital Grants Program; music; theatre; dance; taxation: Canadian artists, tax issues and treatment of the artists; federal sales tax; tax expenditures; tax incentives and fiscal measures; Trade-in-Services (task force); visual arts; crafts; exhibitions and fairs; literary arts.

DOC/APP-245
Copyright Policy Development
Description: Information on the formulation and recommendation of departmental copyright policy and associated legislative development at departmental and inter-departmental levels. *Topics:* Criteria for copyright protection; subject matter of protection; economic and moral rights of copyright owners; ownership of copyright; exceptions to protection; term of protection; infringement of copyright and remedies; briefs and submissions relating to the above; copyright-based industries; interfacing of communications; copyright policies.

DOC/ACI-250 *Formerly identified as:* DOC/BCI-250
Book Publishing Industry Development Program
Description: Separate files are maintained for each application under the program's components. Files contain information on the corporate

and financial status of the book publisher or industry group involved. Project specifications and all correspondence is included on file. The program also maintains an automated data bank with financial information on each applicant. *Topics:* Assistance programs: sales and marketing assistance; production of Canadian textbooks and related materials; company analysis and implementation; project research and implementation; foreign rights marketing; professional development; research and documentation; export development; studies related to program performance.

DOC/ACI-251 *Formerly identified as:* DOC/BCI-251
Publishing Policy and Publications Distribution Assistance Program
Description: Information on the development of policies related to books and periodicals as well as information related to concessional postal rates. *Topics:* Canadian ownership; import and export; foreign investments; financial assistance; postal subsidies.

DOC/ACI-255 *Formerly identified as:* DOC/BCI-255
Canadian Audio-visual Certification Office
Description: An automated information bank containing information on applications from producers for certification of their film and videotape productions. An additional manual and automated filing system exists containing individual application forms and supporting documentation. Special requests for statistics are accommodated whenever possible. *Topics:* Numbers of certified shorts and features by year as well as total budgets; percentages of Canadians performing key creative functions by year; percentages of remuneration paid to Canadians; individuals performing key creative functions; percentages of Canadian costs; location and time of shooting, as well as such confidential information as budgets, prospectuses and audited statements. This class of documents contains personal information of creative personnel, such as name, address and citizenship.

DOC/APP-265
Cultural Initiatives Program: Applications for Financial Support
Description: Information concerning projects for which financial support has been requested from the program. *Topics:* Management and viability of cultural organizations; special activities and events; capital projects.

DOC/MHP-270
Travelling Exhibitions: Applications for Insurance
Description: This program maintains separate files on each application for insurance coverage from a Canadian museum, gallery, archive or library. The files contain information regarding the facilities of the applying institution, details of the materials making up the travelling exhibition in question and their value, and correspondence relating to the application. *Topics:* Insurance for travelling exhibitions; museums; galleries; archives; libraries.

DOC/MHP-273
Conservation
Description: Information on the conservation of artifacts to ensure preservation. *Topics:* Conservation reports; conservation and refurbishment.

DOC/MHP-274
Canadian Heritage Information Network
Description: Information on the development of comprehensive and meaningful standards for the documentation of museum collections, the provision of services designed to assist museums in properly documenting their collections, and the application of EDP techniques to alleviate some of the collection management problems. *Topics:* Policy; procedures; general correspondence; museum services; documentation; liaison data; correspondence — artifact documentation for Canadian museums. *Storage Medium:* EDP systems.

DOC/MHP-275
Movable Cultural Property: Policy and Activities
Description: This class of documents contains information about the departmental activities related to the *Cultural Property Export and Import Act*. It includes files on the administration of the *Cultural Property Export and Import Act*, the applications for designation of institutions and public authorities as eligible recipients of cultural property grants, loans and tax certificates, applications for grants and loans, and files on applications for export permits. *Topics:* Purpose of the Act, amendments and associated instruments; policy concerning patriation of cultural objects, certification for tax purposes, export and import control; case files of illegal imports and exports; designation of eligible institutions; cultural property grants and loans; export permits; cultural property export control; cultural property protection in other countries.

DOC/MHP-276
Canadian Conservation Institute
Description: Information on the provision to Canadian museums of specialized conservation services, conservation research, training through internships, publications and information services on the institute's conservation research projects and other related technical areas. *Topics:* Operations; fine arts and polychromes; textiles; works of art on paper; archaeology and ethnology; furniture and wooden objects; conservation processes research; environment and deterioration research; analytical research services; photographic services; documentation; publications; internships; workshops and seminars; library. *Storage Medium:* 35-mm slides.

DOC/MHP-278
Museum Assistance Program
Description: Information on the provision of financial and technical assistance to museums, art galleries and other non-profit institutions across Canada wishing to participate in the accomplishment of the National Museum's policy's dual objectives of increased accessibility to, and enhanced preservation of, Canada's cultural heritage; also the information and co-ordination mechanisms required to ensure the effective use of the financial assistance available. *Topic:* Associate Museum Program; National Exhibition Centre Program; Exhibitions Assistance Program; Registration Assistance Program; Upgrading and Equipment Assistance Program; Special Activities Assistance Program; Training Assistance Program; Conservation Assistance Program; International Exhibits; Exhibit Transportation Service.

DOC/SCS-280
Communications Electronic Security
Description: Information on the Communications Electronic Security (COMSEC) program in relation to the Department's mandate to provide advice and guidance to most federal departments and agencies, the development of COMSEC doctrine and policy formulation, and the provision of engineering support and co-ordination of equipment acquisition. *Topics:* COMSEC policy, COMSEC equipment and COMSEC support.

DOC/PRL-285
Program Evaluation
Description: This class of documents contains reports, studies, surveys, case studies and interviews involving corporate and individual views, opinions, attitudes and reactions related to the assessment of Departmental policy or program effects and impacts. The evaluation and research studies themselves, published or unpublished, reflect aggregated information which cannot reveal personal or corporate identity. Third party information obtained in the process of preparing an evaluation or research report, and given in confidence, is normally retrievable only with the permission of the party involved. Information relating to government operations is exempted from access according to the relevant provisions of the *Access to Information Act*. The retention of information depends on the length of time it is needed for related research or program or policy decision purposes.

DOC/PIA-916
Internal Audit (New)
Description: See Standard Classes of Records.

Deleted Classes of Records

The following classes of records have been transferred to the Canadian Space Agency:

DOC/STR-175	Space Mechanics Research and Development
DOC/STR-180	Space Technology Research and Development
DOC/STR-182	David Florida Laboratory

The following class of records has been transferred to the Department of National Defence:

DOC/CTR-125	Radar Research

The following classes of records have been transferred to the National Archives of Canada:

DOC/RER-185	Research Policy and Planning
DOC/MHP-277	International Program

The following class of records has been integrated into DOC/BRT-151 and DOC/DGI-191:

DOC/BRT-150	Informatics Research

The following class of records has been integrated into DOC/COM-141 and DOC/COM-142:

DOC/COM-165	Electronics Research and Development

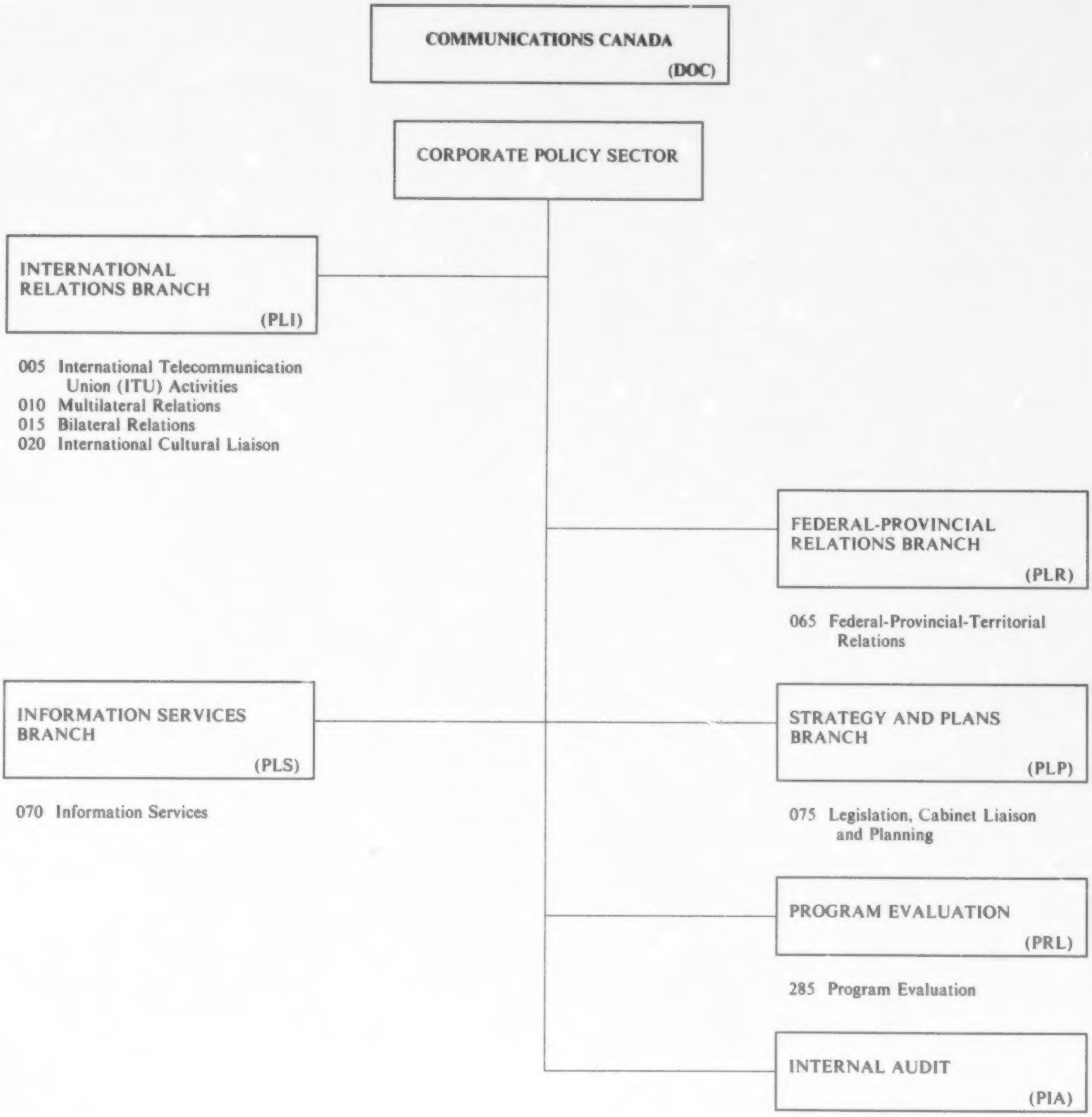
The following class of records has been integrated into DOC/SMB-201 and DOC/SMB-202:

DOC/SMB-200	Broadcast Regulation

The following classs of records has been integrated into DOC/ACI-221 and DOC/ACI-222:

DOC/BCI-220	Film Video and Sound Recording, Policy and Programs

COMMUNICATIONS CANADA


COMMUNICATIONS CANADA
(DOC)
CORPORATE POLICY SECTOR
INTERNATIONAL RELATIONS BRANCH
(PLI)
FEDERAL-PROVINCIAL RELATIONS BRANCH
(PLR)
INFORMATION SERVICES BRANCH
(PLS)
STRATEGY AND PLANS BRANCH
(PLP)
PROGRAM EVALUATION
(PRL)
INTERNAL AUDIT
(PIA)

INTERNATIONAL RELATIONS BRANCH (PLI)

005 International Telecommunication Union (ITU) Activities
010 Multilateral Relations
015 Bilateral Relations
020 International Cultural Liaison

FEDERAL-PROVINCIAL RELATIONS BRANCH (PLR)

065 Federal-Provincial-Territorial Relations

INFORMATION SERVICES BRANCH (PLS)

070 Information Services

STRATEGY AND PLANS BRANCH (PLP)

075 Legislation, Cabinet Liaison and Planning

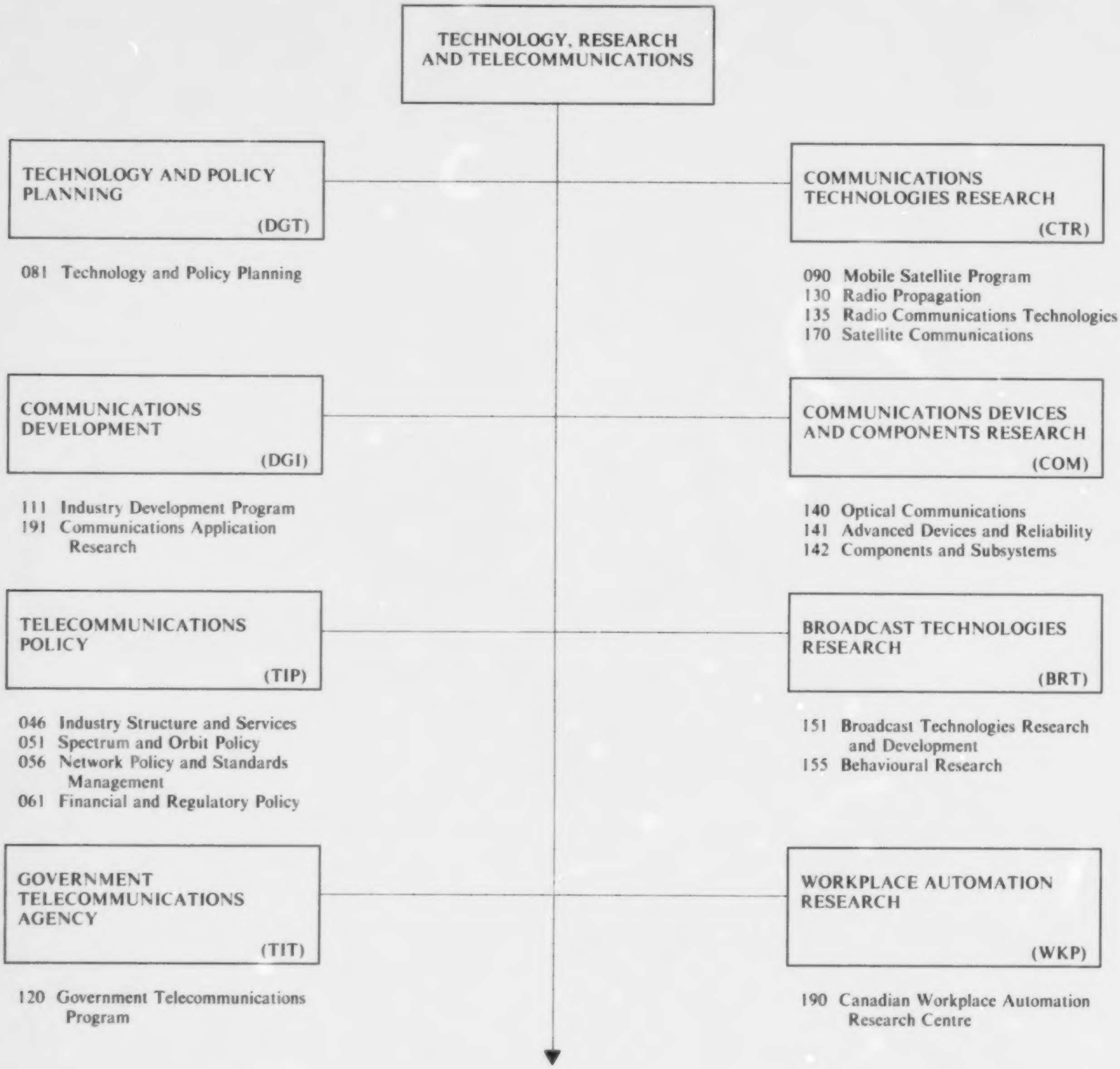
PROGRAM EVALUATION (PRL)

285 Program Evaluation

INTERNAL AUDIT (PIA)

916 Internal Audit

COMMUNICATIONS CANADA



TECHNOLOGY, RESEARCH AND TELECOMMUNICATIONS

TECHNOLOGY AND POLICY PLANNING (DGT)

081 Technology and Policy Planning

COMMUNICATIONS DEVELOPMENT (DGI)

111 Industry Development Program
191 Communications Application Research

TELECOMMUNICATIONS POLICY (TIP)

046 Industry Structure and Services
051 Spectrum and Orbit Policy
056 Network Policy and Standards Management
061 Financial and Regulatory Policy

GOVERNMENT TELECOMMUNICATIONS AGENCY (TIT)

120 Government Telecommunications Program

COMMUNICATIONS TECHNOLOGIES RESEARCH (CTR)

090 Mobile Satellite Program
130 Radio Propagation
135 Radio Communications Technologies
170 Satellite Communications

COMMUNICATIONS DEVICES AND COMPONENTS RESEARCH (COM)

140 Optical Communications
141 Advanced Devices and Reliability
142 Components and Subsystems

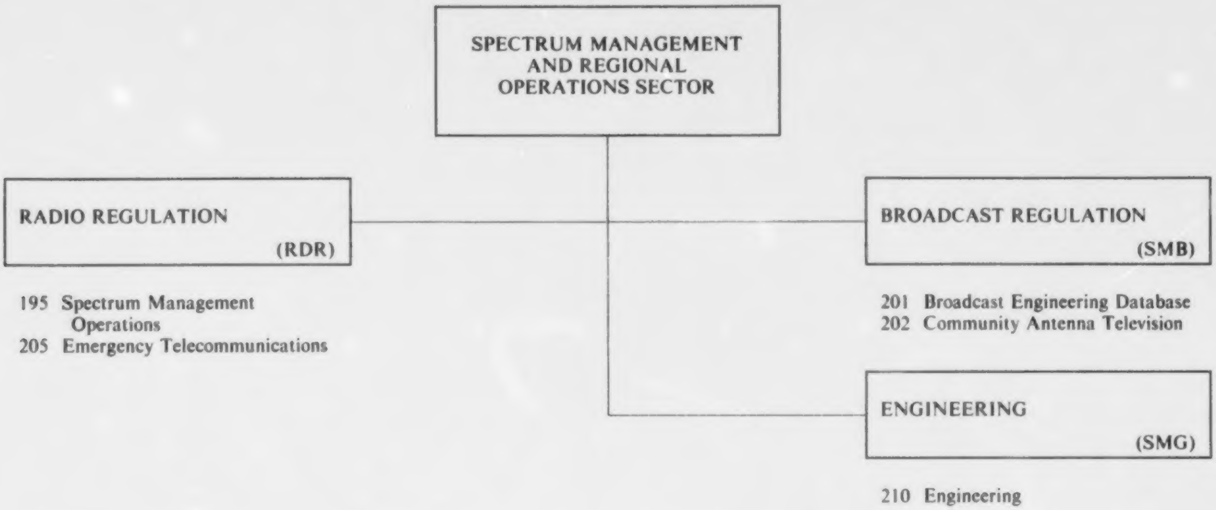
BROADCAST TECHNOLOGIES RESEARCH (BRT)

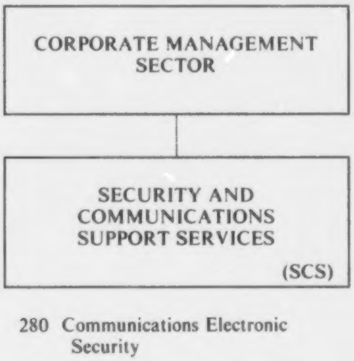
151 Broadcast Technologies Research and Development
155 Behavioural Research

WORKPLACE AUTOMATION RESEARCH (WKP)

190 Canadian Workplace Automation Research Centre

COMMUNICATIONS CANADA


SPECTRUM MANAGEMENT AND REGIONAL OPERATIONS SECTOR
RADIO REGULATION (RDR)
195 Spectrum Management Operations
205 Emergency Telecommunications
BROADCAST REGULATION (SMB)
201 Broadcast Engineering Database
202 Community Antenna Television
ENGINEERING (SMG)
210 Engineering


CORPORATE MANAGEMENT SECTOR
SECURITY AND COMMUNICATIONS SUPPORT SERVICES (SCS)
280 Communications Electronic Security

COMMUNICATIONS CANADA

CULTURAL AFFAIRS AND BROADCASTING SECTOR

BROADCASTING (BCI)

026 Broadcasting Policy
036 Regulatory Policy
041 Extension of Services and Special Audiences Policy

ARTS AND POLICY PLANNING (APP)

215 Policy Planning, Research and Special Projects
232 Canadian Cultural Agencies: Performing, Visual and Literary Arts
235 Performing, Visual and Literary Arts Policy
245 Copyright Policy Development
265 Cultural Initiatives Program: Applications for Financial Support

CULTURAL INDUSTRIES (ACI)

221 Film and Video Policy and Programs
222 Sound Recording Policy and Programs
250 Book Publishing Industry Development Program
251 Publishing Policy and Publications Distribution Assistance Program
255 Canadian Audio-visual Certification Office

MUSEUMS AND HERITAGE POLICY AND PROGRAMS (MHP)

225 Museums, Libraries and Archives Policy
231 Canadian Cultural Agencies: Museums and Heritage
270 Travelling Exhibitions: Applications for Insurance
273 Conservation
274 Canadian Heritage Information Network
275 Movable Cultural Property: Policy and Activities
276 Canadian Conservation Institute
278 Museum Assistance Programs

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF COMMUNICATIONS
ROOM 404, JOURNAL TOWER NORTH
300 SLATER STREET
OTTAWA, ONTARIO
K1A 0C8

Chapter 31

CONSUMER AND CORPORATE AFFAIRS CANADA

A. GENERAL INFORMATION

Historical Background

The Department of Consumer and Corporate Affairs was created in 1967 by the *Department of Consumer and Corporate Affairs Act*.

Responsibilities

The mandate of Consumer and Corporate Affairs Canada is to promote the fair and efficient operation of the marketplace in Canada. This is achieved primarily by establishing and administering rules and guidelines for business conduct; assuring accurate information for informed consumer decisions; maintaining and encouraging competition among businesses; establishing, administering and enforcing standards for trade in commodities and services; providing protection from product-related hazards; and encouraging the disclosure and diffusion of technological information.

Legislation

- An Act Respecting the Use of the Expression "Parliament Hill"
- Bankruptcy Act
- Bills of Exchange Act (sections 188-192)
- Boards of Trade Act
- Broadcasting Regulations (Pre-approval of Food Advertising)
- Canada Agricultural Products Standards Act (Regulations applicable at the retail level of trade)
- Canada Business Corporations Act
- Canada Co-operative Associations Act
- Canada Corporations Act
- Competition Act
- Companies' Creditors Arrangement Act
- Consumer Packaging and Labelling Act
- Cooperative Credits Association Act
- Copyright Act
- Corporations and Labour Unions Returns Act (section 14)
- Defence Production Act (section 6)
- Department of Consumer and Corporate Affairs Act
- Electricity and Gas Inspection Act
- Energy Supplies Emergency Act
- Excise Tax Act
- Feeds Act (Net Contents)
- Fertilizers Act (Net Contents)
- Fish Inspection Act (Regulations applicable at the retail level of trade)
- Food and Drugs Act (Economic fraud in foods)
- Government Corporations Operation Act
- Hazardous Products Act
- Industrial Design Act
- Insurance Companies, Canadian and British (subsections 4(1), 4(3), 4(5))
- Interest Act
- Investment Companies Act
- Loan Companies Act (section 102)
- National Trade Mark and True Labelling Act
- National Transportation Act (section 31)
- Patent Act
- Pension Fund Societies Act (sections 4, 6, 7)
- Pest Control Products Act (Net Contents)
- Precious Metals Marking Act
- Public Documents Act
- Public Officers Act
- Public Servant Inventions Act (section 4)
- Seals Act
- Seeds Act (Net Contents)
- Shipping Conferences Exemption Act (section 12)
- St. Lawrence Seaway Authority Act
- Tax Rebate Discounting Act
- Textile Labelling Act
- Timber Marking Act
- Trade Marks Act (section 8)
- Trade Unions Act
- Urea Formaldehyde Insulation Act
- Weights and Measures Act
- Winding-Up Act (Part 1)

Organizational Units and their Role

The Department is organized into four bureaus: Consumer Affairs, Competition Policy, Corporate Affairs and Legislative Policy, and Human Resources and Corporate Development. Their work is supported by three service bureaus and field staff in the Atlantic, Quebec, Ontario, Prairie and Pacific regions. The Deputy Minister, who is also the Deputy Registrar General of Canada, is responsible for the finance and administration directorates and the departmental secretariat. The Director of Investigation and Research is a statutory appointment under section 5 of the *Competition Act* that is independent and autonomous from the Department and the Minister.

Bureau of Consumer Affairs

The Bureau promotes and protects the consumer interest in the marketplace by enforcing legislation respecting fraud, safety, measurement accuracy and product labelling. The Bureau is also responsible for consumer information, advocacy within government and with industry, and financial and technical support of consumer groups.

The **Consumer Products Branch** administers acts and regulations affecting the packaging, labelling, advertising, quality, quantity and composition of textiles, precious metals and all prepackaged food and non-food products. It also administers some provincial statutes respecting the grading and sale of agricultural and fish products at the retail level.

The **Consumer Policy Services Branch** is responsible for the development of policy that is in the consumer interest. It contributes to the protection, assistance and advocacy of that interest across government, business and voluntary sectors. It also administers a financial assistance program for projects which address consumer issues that affect the majority of Canadians. This assistance is available to non-profit consumer and voluntary organizations. Finally, the Branch administers the *Tax Rebate Discounting Act*.

The **Legal Metrology Branch** administers the *Electricity and Gas Inspection Act* and the *Weights and Measures Act* to minimize inaccurate measurements and ensure equity at all levels of trade of commodities and services bought and sold on the basis of measurement. The Branch conducts approval examinations and inspections of devices, maintains and calibrates standards, and inspects goods and services. It also co-ordinates Canada's participation in the Organisation internationale de Métrologie légale.

The **Product Safety Branch** administers the *Hazardous Products Act* to ensure adequate safety standards for consumer products and chemicals used in the workplace, and to promote consumer and trader understanding of health and safety regulations and standards. It conducts product testing for regulatory development purposes and for compliance with regulations. Inspectors designated under the Act have powers of search and seizure.

Bureau of Corporate Affairs and Legislative Policy

The Bureau seeks to provide a legal and regulatory framework for the orderly conduct of business. It incorporates federal, business and non-profit corporations, regulates bankruptcy proceedings for insolvent companies and individuals, licenses and supervises trustees in bankruptcy and enforces standards of conduct for corporations in the treatment of shareholders and the disclosure of relevant corporate information. The Bureau also grants exclusive property rights for inventions (patents), trademarks, industrial designs and copyright of original literary, dramatic, musical and artistic works. The Bureau also plays the lead role in the preparation of all proposals for the amendment of departmental statutes.

The **Bankruptcy Branch** administers the *Bankruptcy Act* by providing assistance in the filing of consumer bankruptcies; by protecting both bankruptcy creditors' and debtors' rights; by licensing and supervising trustees-in-bankruptcy; by detecting abuses of the bankruptcy process both before and after bankruptcy; by maintaining and disseminating general and statistical bankruptcy and insolvency information; and by acting as a depository for any documents to be filed pursuant to any intellectual property legislation.

The **Corporations Branch** administers the *Canada Corporations Act*, the *Canada Business Corporations Act*, and several other statutes, through the examination of applications for incorporation, continuance, amalgamation and dissolution of corporations; the management of a database on federal corporations; and the collection, assessment and verification of information made available to the public. It issues exemptions from various requirements of the *Canada Business Corporations Act*; and conducts enquiries and investigations into corporate misconduct.

The **Legislative Review Directorate** is responsible for all research and policy development activities which lead to legislative and regulatory reform of the Department's statutory and program base. The Directorate also develops and directs research activities, and participates in international and intergovernmental negotiations. The Directorate is composed of two branches: the Consumer and Corporate Review Branch and the Intellectual Property Review Branch.

The **Intellectual Property Directorate** administers legislation dealing with patents, trade marks, copyright, industrial designs, and timber marks. The Directorate includes the Copyright and Industrial Design Office, the Patents Office and the Trade Marks Office.

Bureau of Competition Policy

The Bureau of Competition Policy promotes competition and efficiency in the Canadian economy through the administration of the *Competition Act*. The Bureau operates on three activities: enforcement, public awareness and inputs into public policy matters.

The *Competition Act*, which replaced the *Combines Investigation Act*, was proclaimed in June 1986. It broadened considerably the scope of Canadian competition legislation and includes new or amended provisions for the purpose of more effective protection and stimulation of competition in domestic and international markets.

Under the **Mergers Branch**, the Director of Investigation and Research is authorized to review all mergers, takeovers, amalgamations and any other direct or indirect acquisition of shares or assets taking place in the Canadian economy. Mergers which, in the view of the Director, will lessen competition substantially without offering offsetting efficiency gains, may be subject to application by the Director to the Competition Tribunal and the issuance of a remedial order.

The **Services Branch** is responsible for enforcement, policies, priorities and standards related to the criminal and non-criminal (excluding mergers and marketing practices) provisions of the *Competiton Act* in the services sector of the economy, as well as the provision of corporate direction to ensure uniformity in their interpretation, application and appropriateness across Canada.

The **Resources and Manufacturing Branch** is responsible for enforcement, policies, priorities and standards related to the criminal and non-criminal (excluding mergers and marketing practices) provisions of the *Competition Act* in the resources and manufacturing sectors of the economy, as well as the provision of corporate direction to ensure uniformity in their interpetration, application and appropriateness across Canada.

The **Marketing Practices Branch** enforces the misleading advertising and deceptive marketing practices provisions of the *Competition Act*. The Branch functions in a decentralized fashion, with 12 offices across Canada. In addition, officers who deal with *Competition Act* matters (other than marketing practices) are located in the Vancouver, Toronto and Montreal offices.

The **Economics and International Affairs Branch** provides economic analysis and advice to the Director of Investigation and Research and to the other branches of the Bureau which deal with enforcement and policy. It also participates in departmental and interdepartmental development of government policies and legislation interfacing with the *Competition Act*, and is responsible for Canada's participation in and contribution to the work of international organizations such as OECD and United Nations Conference on Trade and Development (UNCTAD) in the field of competition policy.

The **Regulatory Affairs Branch** is responsible for the preparation of interventions before federal and provincial regulatory boards and tribunals under the statutory provisions of the *Competition Act*.

The **Compliance Policy and Management Co-ordination Directorate** is comprised of two branches. The **Compliance and Co-ordination Branch** develops and advises case managers on Bureau compliance policies and procedures; ensures that Bureau compliance practices conform to statutory and judicial requirements; and develops and implements a comprehensive public communications program. The **Management Systems and Services Branch** is responsible for Bureau strategic, operational, and resource planning and reporting; operational review; information systems and support; and financial, administrative and personnel services.

Bureau of Human Resources and Corporate Development

The Bureau assists in increasing departmental emphasis on management objectives. These objectives include the continuing improvement of organizational performance and of the level of professional satisfaction and development of departmental employees.

The Bureau is responsible for the Personnel Directorate, the Communications Branch, and the Strategic Planning and Corporate Services Branch. The Bureau is also responsible for strategic planning at the departmental level and for identifying emerging issues requiring inter-bureau co-ordination. It chairs both a Resources Committee and a Human Resource Management Committee and makes recommendations to the Deputy Minister on the most effective use of departmental resources.

The **Strategic Planning and Corporate Services Branch** is responsible for co-ordinating the Department's strategic planning activities, including the preparation of environment assessments, co-ordination of all departmental federal-provincial activities, and representation in selected intergovernmental fora. It also houses the ministerial briefing unit, which prepares and co-ordinates briefings in support of the Minister's participation at Cabinet Committees. It performs periodic reviews of ongoing programs to improve operations and to provide a basis for stategic planning and regulatory review, and ensures effective interaction with central agencies on all planning and control activities.

The **Communications Branch** ensures that government policies are taken into consideration in structured communication activities; designs and implements communications strategies to gain public understanding and support for the interests of the Department; provides expert advice on communication policies and logistics support through production; and provides distribution and liaison services.

The **Personnel Directorate** is responsible for personnel policies and activities including staffing, classification, human resources planning, training, staff relations, compensation, official languages, counselling and a personnel information system.

Office of the Assistant Deputy Registrar General

The Assistant Deputy Registrar General administers the government's Conflict of Interest and Post Employment Code for public office holders and provides policy advice to the government, the Privy Council Office and deputy heads.

Departmental Secretariat

The Secretariat is responsible for co-ordinating activities and communications between the Minister, the Deputy Minister and the Department, as well as with other government departments and central agencies, private associations and the general public. Located within the Secretariat, for the Access to Information and Privacy Unit has the responsibility for applying the legislation on access to information and privacy, the information collection policy and for responding to requests for UFFI homeowner information.

Finance and Administration Directorate

The **Finance and Administration Directorate** is responsible for financial, administrative and informatics policy, co-ordination and services, including library services, and the corporate-level financial and operational planning and control co-ordination function.

Manuals

(Consumer Affairs)
- Administrative Manual for Project Contributions
- CA Identification Number Microfiche Index on Textile Dealers
- Calibration and Certification Procedures
- Canadian Participation in OIML (BIL)
- Consumer Packaging and Labelling Policy and Procedures Manual
- Consumer Products Inspectors' Procedures Manual
- Consumer Products Management Information System Manual
- Criteria and Procedures for the Accreditation of Electricity and Gas Meters
- Departmental Instructions for Inspection of Gas Meters and Auxiliary Devices
- Departmental Motor Vehicle Fleet Management Manual
- Enforcement Policy for Weights and Measures Devices
- General English-French Glossary of Food Terms
- Guide for Food Manufacturers and Advertisers
- Hazardous Products Reference Manual
- Inspection Procedures Manual
- Inspectors' Training Manual Electricity, Vols. I and II
- Manuals of Electrical Procedures and Policy
- Practical Guide to Project Contributions
- Precious Metals Marking Procedures Manual
- Prosecution Training Manual for Field Inspectors
- Recommendations and International Documents of OIML
- Specifications for Approval of Type of Electricity Meters, Instrument Transformers and Auxiliary Devices
- Standard Drawing for Electricity Metering Installations
- Statistical Sampling Plans for the Verification and Reverification of Electricity and Gas Meters
- Textile Policy and Procedures Manual
- Tax Rebate Discounting Act — Procedures Manual for Discounters
- Weights and Measures Approval Index
- Weights and Measures Interpretation and Policy Manual

(Corporate Affairs and Legislative Policy)
- Bankruptcy Branch Training Modular
- Bankruptcy Officer Training Program
- Corporate Integrated Information System (CIIS) User Manual
- Corporations Branch Policies and Procedures
- Dictionary of Shapes and Terms Thereof
- Handbook of Patent Examination (HOPE)
- Handbook of Classification
- Information Statements and Directives of the Superintendent of Bankruptcy
- Insolvency Bulletin
- Instruction Manual for Field Offices
- Manual of Directives for the Centralized Receipts and Disbursements System (CRDS)
- Manual of Patent Office Practice
- Patent Examiners' Report Manual
- Policy Statements of the Superintendent of Bankruptcy
- Trade Mark Information Systems Manual
- Trade Marks Examination Manual
- Trustee Licence Insurance Procedures

(Competition Policy)
- Certificate Bulletin
- Merger Provisions Bulletins
- Misleading Advertising Bulletin
- Office Manual, Director of Investigations and Research

Additional Information

Requests for further information about the Department and its various programs and functions may be directed to:

Communication Services
Place du Portage, Phase I
50 Victoria Street, 22nd Floor
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0C9)
(819) 997-3284

Various publications are also available in all regional and district offices.

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Consumer and Corporate Affairs Canada
Place du Portage, Phase I
23rd Floor, Zone 8
50 Victoria Street
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0C9)
(819) 997-2704

Reading Room

Members of the public who wish to inspect manuals used by employees in administering or carrying out programs and activities that affect the public may visit the library of this institution which has been designated as a reading room under section 71 of the *Access to Information Act*. The address is: Place du Portage, Phase I, 14th Floor, 50 Victoria Street, Hull, Quebec.

Classes of Records

CCA/BCA-010
Foods
Description: Information on food inspection programs. *Topics:* Inspection agreements and reports; legislation; surveys; studies; technical and statistical information; advertising; liaison with associations; councils, companies; labelling and advertising approvals; content and date marking packaging; processed products; surveillance; prosecutions; reference material; complaints; enquiries; sampling and testing concerning food products.

CCA/BCA-015
Consumer Products — Packaging and Labelling
Description: This class covers information on regulations, interpretations and rulings, complaints and enquiries, correspondence, inspections, seizures, prosecutions, statistical data, and sampling and testing concerning non-food products. *Topics:* Commodity regulations; surveillance and enforcement programs; liaison; companies, other departments, provinces, boards, Canadian General Standards Board; importation; surveys; test work, special products. *Storage Medium:* A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. *Retrievability:* Files arranged by subject with a case file arrangement for company enquiries by name.

CCA/BCA-020
Consumer Products — Precious Metals and Fur Garment Marking
Description: This class covers information on regulations, interpretations and rulings, complaints and enquiries, correspondence, inspections seizures, prosecutions, statistical data, sampling and testing concerning precious metal products and fur garments. *Topics:* Fur: garment marking, liaison, surveillance and enforcement, companies; precious metals marking: surveillance and enforcement — companies, foreign government marks, national mark, trade marks. *Storage Medium:* A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. *Retrievability:* Files arranged by subject with a case file arrangement for company enquiries by name.

CCA/BCA-025
Textile Labelling
Description: Information on regulations, interpretations and rulings, complaints and enquiries, correspondence, company registration, inspections, seizures and prosecutions, and sampling and testing of textile products. *Topics:* Textile labelling and legislation; liaison with the Canadian General Standards Board; Canada standards size program; care labelling program; liaison with other departments, provinces, boards, councils; identification numbers; importation; laboratory compliance program; surveillance and enforcement; surveys; testwork; upholstered and stuffed articles.

CCA/BCA-031
Consumer Policy and Services — General
Description: Information on consumer issues, prosecution, policy, marketplace trends and correspondence. *Topics:* Liaison with associations, organizations, compliance and enforcement policies, reports and returns.

CCA/BCA-036
Consumer Policy and Services — Private Sector
Description: Information relating to consumer issues and the involvement of business. *Topics:* Liaison with associations, boards, councils, commissions and companies; complaints and enquiries; projects; government meetings, conferences, seminars and symposia. *Storage Medium:* EDP Systems. Consumer services mailing labels system — established to print labels and alphabetical lists for mailing purposes.

CCA/BCA-041
Consumer Policy and Services — Voluntary Sector
Description: This class covers information on technical assistance to new consumer groups, training, financial assistance in the form of grants and contributions to consumer groups. *Topics:* Conferences, meetings, seminars, symposia; liaison with associations, institutes, councils and organizations; reference material; reports and returns; funding, contributions and grants.

CONSUMER AND CORPORATE AFFAIRS CANADA

CCA/BCA-046
Consumer Policy and Services — Government Sector
Description: Information on government programs, policies and legislation affecting the marketplace, and the administration of the *Tax Rebate Discounting Act*. *Topics:* Government programs and liaison projects; consumer advocacy, consumer resource exposition and guide; intervenors representation, consumer issues, Tax Rebate Discounting. *Storage Medium:* EDP Systems. Tax rebate system — established to control data-report information, to reduce data storage space requirements of system, and to monitor tax discounter transactions for violations of the *Tax Rebate Discounting Act*.

CCA/BCA-050
Legal Metrology
Description: Information on metering, specifications, symbols and standards, metric conversion and international measurement. *Topics:* Calibrations; liaison with associations, councils and international organizations; technical enquiries; metric conversion; misleading advertising and standards.

CCA/BCA-055
Electricity and Gas
Description: Information on the electricity and gas program. *Topics:* Electricity — approvals, imports and exports, statistics, inspection regulations and reports, calibrations, registration applications; gas — inspection regulations, approvals, calibrations, technical information, inspection reports, metric conversion standards and equipment, and registration applications.

CCA/BCA-060
Weights and Measures
Description: Information on the measurement of volumes, linear and cubic area, and mass; includes interpretations, specifications, prosecutions, standards, testing and international measurement. *Topics:* Linear and cubic area — approvals, calibrations, statistics; mass and volume — approvals, calibrations, technical information, metric conversion, tests and test methods.

CCA/BCA-065
Legal Metrology OIML (Organisation internationale de métrologie légale) Programs
Description: Information on international standards, Canada's participation in international working groups and Canada's comments and votes. *Topics: Organisation internationale de métrologie légale* — general, international recommendations. *Retrievability:* Files arranged by subject.

CCA/BCA-070
General Product Safety
Description: Information on compliance and enforcement, statistical data and programs within product safety, and correspondence. *Topics:* Standardization control; statistical data; correspondence; associations; societies; institutions; boards; councils; commissions; committees; *Hazardous Products Act;* injury date and statistics; Canadian accident injury reporting and evaluation (CAIRE); labelling; publicity; projects; regulations; reports.

CCA/BCA-075
Products
Description: Information on regulations, company liaison, complaints and enquiries, reference materials, sampling and testing, and enforcement concerning specific products. *Topics:* Alarm and protective devices; artist supplies and stationery; appliances; entertainment; furnishings; furniture care supplies; garden and yard equipment; home fuels; home structures and building material; insulation; housewares; infant and children's products; maintenance products; paper products and containers; personal use items; recreation equipment; sports and protective equipment; textiles; tools and workshop equipment; toys; compliance. *Storage Medium:* EDP Systems. Complaints analysis — established to analyse product-related complaints received by the Branch. *Retrievability:* Files are arranged by product.

CCA/BCA-080
Testing
Description: Information on testing and test methods for specific products. *Topics:* Equipment design; fabrication and modification; legislative matters; test methods; chemical flammability; mechanical, electrical and textile testing of specific products. *Storage Medium:* Magnetic disc or drum (testing and sampling tracking system). *Retrievability:* Files are arranged by test and product.

CCA/COA-085
Bankruptcy
Description: Information on investigations, licensing, assets and liabilities, enquiries, discharges, legal actions, control and audits, enquiries on civil and common law, and correspondence on bankruptcies. *Topics:* Audits and auditing; student loans; examination; fraudulent bankruptcies; enquiries — civil law, common law; bonds and bonding; claims; conferences; liaison — foreign governments, provinces, etc.; costs and taxation; dividends; estates; fees and expenses; instruction bulletins; investigations, legal; licences; offences; petitions; projects; prosecutions; reports and statistics; trustees; central registry information system; investigation of bankruptcies; trustees-in-bankruptcy; bankruptcy estate control files; retired or rejected applications. *Storage Medium:* Information systems (EDP) contain insolvency data used by bankruptcy offices to publish bankruptcy notices. *Retrievability:* Trustee files are arranged by name of individual or corporation.

CCA/COA-090
Corporations
Description: Information on applications, charters, financial statements, annual returns, enquiries, liaison with companies, enforcement and surveillance concerning incorporation of federal companies. *Topics:* Exemptions; take-over bids; enquiries; boards of trade; investigations; corporations. *Storage Media:* Microfiche and EDP systems. Corporate integrated information system (CIIS) — contains data on federal corporations which are used for internal record keeping and information dissemination via Canada Corporations Bulletin. The master file also contains data used for the issuance of certificates of incorporation and corporate changes, and for the administration of Branch programs dealing with compliance enforcement activities. *Retrievability:* Files arranged by corporation name with a numeric case file arrangement.

CCA/COA-095
Copyright and Industrial Design
Description: Information on legislation, registration and revision, enquiries, surveys, consultation with provinces, the private sector, and other departments; registration, and complaints and enquiries about authors' and designers' works. *Topics: Copyright Act* and legislation. *Industrial Design Act* and legislation; copyright and industrial design

case files; *Timber Marking Act*. *Retrievability:* Files arranged by subject with cases filed numerically by applicant name.

CCA/COA-096
Lobbyists Registration (New)
Description: Information on legislation, regulation, policies and procedures, and administration concerning the registration of lobbyists. *Topics:* Lobbyist registration, information systems, forms. *Retrievability:* Files arranged by subject.

CCA/COA-100
Patents
Description: Information on application, registration, licensing, legal actions, studies, surveys, correspondence, regulation, complaints and enquiries, and research and technical data concerned with inventive works. *Topics:* Liaison with universities, associations, departments, foreign governments, provinces; information retrieval; caveats; court actions, licenses; legislation; agents; application; classification; complaints and enquiries; public servants' inventions; surveys and studies; technology. *Retrievability:* Files arranged by subject with a large case system by applicant name.

CCA/COA-105
Trade Marks
Description: Information on applications, registrations, licensing, regulation, correspondence, and enquiries concerned with trade marks and their uses. *Topics:* Trade marks interpretations; abandonments; appeals, applications, oppositions, registered users, trade mark agents and examinations; appellation of origin. *Retrievability:* Files arranged by subject with case filing by trade marks.

CCA/BCP-110
Combines
Description: Information on enquiries, legalities, surveys, and interpretations of the *Competition Act*. *Topics:* Program of compliance, international agreements; interdepartmental committees; conferences; co-operation and liaison; enquiries; exports; imports; investments; textiles labelling; merchandising; mergers and pre-notifications; monopolies; patents; price fixing; research; sales; services; tariffs; identical tenders; trade; trade practices; trademarks; transportation; warranties; guarantees. *Storage Medium:* Magnetic tape (locator system).

CCA/BCP-115
Standard Industrial Classification
Description: Information on enquiries, complaints, legal proceedings and prosecutions under the *Competition Act*. *Topics:* Industries; agricultural and retail services; fishing and trapping; logging and forestry; mining; manufacturing; construction; transportation and storage; communications and other utilities; wholesale and retail trade; finance and insurance; real estate and operating insurance agents; business services; government services; educational services; health and social services; accommodation; food and beverage services. *Storage Medium:* Microfilm, magnetic tape. *Retrievability:* Case files are arranged under the 18 major groups of the standard industrial classification system.

CCA/BCP-120
Marketing Practices
Description: Enquiries, complaints, investigations, legal proceedings, interpretations of the *Competition Act*, and correspondence on misleading advertising and deceptive marketing practices. *Topics:* Advertising enquiries; misleading advertising complaints (National, Pacific, Ontario, Quebec, Atlantic and headquarters); program of compliance. *Storage Medium:* Use of magnetic tapes (listing complaints that have been closed for two years or more) commenced in 1984. *Special Access Note:* Files are arranged by subject, company and individual name.

CCA/BCA-125 *Formerly identified as:* CCA/BPC-125
Consumer Choice
Description: Information on review, assessment, consultation, policy and research, surveys and media coverage. *Topics:* Consumer choice; advertising; access to consumer information; consumer information search; consumer products information review; consumer (dis)satisfaction and post-purchase behaviour; evaluation criteria formulation; information labelling project — Cantag; consumer choice in problem markets.*Storage Medium:* EDP Systems. National Consumer Satisfaction/Dissatisfaction Study — data includes detailed informaton on consumer satisfaction or dissatisfaction, and their reasons for dissatisfaction. A representative national sample of consumers and over two hundred products and services were studied. Technical Assessment of Energuide Program — provides an analysis of trends in energy consumption of appliances, and describes the estimates of the market values of product features and energy efficiency from information obtained from a survey of retail outlets, Energuide directories, and manufacturer's product literature. *Retrievability:* Files arranged by subject.

CCA/COA-130 *Formerly identified as:* CCA/BPC-130
Legislation and Regulations
Description: Information on policy, research, consultations, studies, briefing materials, reports and studies. *Topics:* Consumer legislation; anti-corrosion code; economics of regulation in consumer protection; electricity and gas inspection; legal framework tableau; product liability; professional groups; regulation activity and reform in government; consumer research: Consumer and Corporate Affairs Canada activities, programs — energy research and development panel; surveys, studies and evaluations; systems — management information. *Retrievability:* Files arranged by subject.

CCA/COA-135 *Formerly identified as:* CCA/BPC-135
Market Structure
Description: Information on problem recognition and assessment, policy, studies, consultations research, and reports on marketing issues. *Topics:* Market structures; distribution systems; education; environment; transportation — air, automobiles' roles; access to financial services — credit programs survey; status of women; credit counselling; deposit calculations; electronic funds transfer preliminary bibliography review, universal product code and automated checkout system; financial security — life insurance, registered retirement savings plan, registered home ownership savings plan, indebtedness; legislation — action plan, *Bank Act*, financial tables for rate calculations and mortgage prepayment penalties; *Small Loans Act*, tax rebate discounting; money management; health and welfare; federal drug price reduction program; retail drug pricing and advertising; housing. *Retrievability:* Files are arranged by subject.

CCA/BRD-140 *Formerly identified as:* CCA/BPC-140
Food and Economic Policy
Description: Information on agricultural, economic and industrial policies. *Topics:* Controls and post controls — inflation, the way ahead; federal-provincial relations; foreign; monetary; prices — indexes and surveys regional situation; regulations; taxes;

unemployment; industries — energy and fuels, metals, minerals, textiles and clothing; wood; food — Canada, distribution, industry, legislation and programs, nutrition policy, prices and indexes, processing, retailing, United States, weather; agricultural marketing; dairy — milk, programs; egg industry, productions, regulations, statistics; fish; fruits and vegetables; grains; meat — beef, pork; poultry — chicken, turkeys; oilseeds; sugar; wheat; agreements on tariffs and trade, United Nations Committee on Trade and Development; tariffs — imports, quotas; trade — agreements, extraterritoriality. *Retrievability:* Files arranged by subject.

CCA/BRD-145 *Formerly identified as:* CCA/BPC-145
Strategic Planning
Description: Information on economics, development of international policies, including trade; also correspondence, research and technical data; and surveys, studies, and statistical data. *Topics:* Economic research. *Retrievability:* Files arranged by subject.

CCA/BRD-150 *Formerly identified as:* CCA/BPC-150
Program Evaluation
Description: Information on all program evaluations planned and carried out by the Branch. *Topics:* Traded goods; weights and measures; tax rebate discounting, electricity and gas; corporations; bankruptcy; copyright and industrial design; patents; trademarks; metric conversion; deceptive marketing practices; competition; regulatory interventions; consumer assistance; support of consumer groups; product safety; communications; research and policy analysis; regulatory plans; administration. *Retrievability:* Files arranged by subject.

CCA/BRD-155 *Formerly identified as:* CCA/BPC-155
Communications
Description: Information on the preparation of all communications projects; exhibitions both planned and carried out by the Branch to support departmental policies and programs. *Topics:* Communications service — advertising, exhibits, displays, enquiries, mailing lists; programs and projects — departmental, competition policy, consumer affairs, corporate affairs, metric conversion, UFFI, research reports; radio and television; speeches. *Storage Medium:* EDP Systems. Research bulletin mailing list — used to create mailing labels. *Retrievability:* Files arranged by subject.

CCA/DRG-165
Conflict of Interest
Description: Information on conflict of interest provisions, reports, and appointments; and correspondence with federal government departments, agencies, councils and commissions. *Topics:* Conflict of interest responsibilities — trusts, measures for Lieutenant Governors, Ministers, their exempt staff, Parliamentary Secretaries, Governor in Council appointees, full-time ministerial appointees and public servants; supplementary measures for members of government departments, corporations, agencies, boards, commissions and other tribunals; liaison and co-operation.

CCA/FAD-170 *Formerly identified as:* CCA/DRG-170
Registration
Description: Information on regulations; studies; enquiries; correspondence with other departments, provinces and countries; certificates of registration, appointments, deeds, grants, mortgages; and letters patent. *Topics:* Appointments — boards, councils, commissions, federal government departments, agencies, Crown corporations, committees, judges, administrators, commissioners; documents — bonds, deeds, railway mortgages, land grants, pardons, proclamations, departmental rulings, seals, warrants of extradition. *Storage Medium:* Microfilm.

CCA/DST-175
Urea Formaldehyde Foam Insulation (UFFI)
Description: Information on regulations, grant applications, complaints, procedures and methods for testing, and related research. *Topics:* Federal government departments and agencies; federal-provincial relations — conferences, groups and associations; compensation and assistance; management information systems; claims; legal; medical; technical research; company enquiries; laboratory accreditation; bidders; contracts; removal devices and proposals; testing — pilot and main projects, UFFI II. *Storage Medium:* EDP Systems. Urea formaldehyde insulation system — established to control and monitor amount of money requested by homeowner and the amount spent to provide information on homeowners, contractors and statistical analysis; to provide information on what stage the homeowner is at in the program. *Retrievability:* Case files are arranged by name of individual.

CCA/DST-180
Access to Information and Privacy (New)
Description: Records relating to the administration of the access to information and privacy legislation, information collection and public opinion research policy, and information management practices and inventories. *Topics:* Policy procedures; reports; studies; audits; legal advice; training; surveys; personal information banks; classes of non-personal information; disclosures to investigative bodies; automation; delegation of authority; consultations; requests; complaints and correspondence. *Retrievability:* Information is filed by subject. Individual requests are filed by name and sequential number by fiscal year. Statistical reports and summaries are also available in machine-readable form.

CCA/BRD-185 *Formerly identified as:* CCA/PPD-185
Personnel Development
Description: Information relating to the development of human resource policies and programs. Activities include employee surveys, policy and program development, human resource management. *Topics:* Knowledge of staff relations issues, previous staff relations courses, applications of staff relations training, staff relations subject areas.

CCA/CCA-901
Administration (New)
Description: See Standard Classes of Records.

CCA/CCA-902
Acts and Legislation (New)
Description: See Standard Classes of Records.

CCA/CCA-903
Administration and Management Services (New)
Description: See Standard Classes of Records.

CCA/CCA-904
Co-operation and Liaison (New)
Description: See Standard Classes of Records.

CCA/CCA-905
Buildings and Properties (New)
Description: See Standard Classes of Records.

CCA/CCA-906
Buildings (New)
Description: See Standard Classes of Records.

CCA/CCA-907
Lands (New)
Description: See Standard Classes of Records.

CCA/CCA-908
Utilities (New)
Description: See Standard Classes of Records.

CCA/CCA-909
Equipment and Supplies (New)
Description: See Standard Classes of Records.

CCA/CCA-910
Furniture and Furnishings (New)
Description: See Standard Classes of Records.

CCA/CCA-911
Office Appliances (New)
Description: See Standard Classes of Records.

CCA/CCA-912
Procurement (New)
Description: See Standard Classes of Records.

CCA/CCA-913
Vehicles (New)
Description: See Standard Classes of Records.

CCA/CCA-914
Finance (New)
Description: See Standard Classes of Records.

CCA/CCA-915
Accounts and Accounting (New)
Description: See Standard Classes of Records.

CCA/CCA-916
Audits (New)
Description: See Standard Classes of Records.

CCA/CCA-917
Budgets (New)
Description: See Standard Classes of Records.

CCA/CCA-918
Personnel (New)
Description: See Standard Classes of Records.

CCA/CCA-919
Classification of Positions (New)
Description: See Standard Classes of Records.

CCA/CCA-920
Employment and Staffing (New)
Description: See Standard Classes of Records.

CCA/CCA-921
Human Resources (New)
Description: See Standard Classes of Records.

CCA/CCA-922
Occupational Health, Safety and Welfare (New)
Description: See Standard Classes of Records.

CCA/CCA-923
Official Languages (New)
Description: See Standard Classes of Records.

CCA/CCA-924
Pensions and Insurance (New)
Description: See Standard Classes of Records.

CCA/CCA-925
Salaries and Wages (New)
Description: See Standard Classes of Records.

CCA/CCA-926
Staff Relations (New)
Description: See Standard Classes of Records.

CCA/CCA-927
Training and Development (New)
Description: See Standard Classes of Records.

Deleted Classes of Records

The following class of records has been transferred to Energy, Mines and Resources Canada:

CCA/BCA-005	Energy Program

CONSUMER AND CORPORATE AFFAIRS CANADA

DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS (CCA)

BUREAU OF CONSUMER AFFAIRS (BCA)

010 Foods
015 Consumer Products — Packaging and Labelling
020 Consumer Products — Precious Metals and Fur Garment Marking
025 Textile Labelling
031 Consumer Policy and Services — General
036 Consumer Policy and Services — Private Sector
041 Consumer Policy and Services — Voluntary Sector
046 Consumer Policy and Services — Government Sector
050 Legal Metrology
055 Electricity and Gas
060 Weights and Measures
065 Legal Metrology OIML (Organisation internationale de métrologie légale) Programs
070 General Product Safety
075 Products
080 Testing
125 Consumer Choice

BUREAU OF CORPORATE AFFAIRS AND LEGISLATIVE POLICY (COA)

085 Bankruptcy
090 Corporations
095 Copyright and Industrial Design
096 Lobbyists Registration
100 Patents
105 Trade Marks
130 Legislation and Regulations
135 Market Structure

BUREAU OF COMPETITION POLICY (BCP)

110 Combines
115 Standard Industrial Classification
120 Marketing Practices

BUREAU OF HUMAN RESOURCES AND CORPORATE DEVELOPMENT (BRD)

140 Food and Economic Policy
145 Strategic Planning
150 Program Evaluation
155 Communications
185 Personnel Development

CONSUMER AND CORPORATE AFFAIRS CANADA

OFFICE OF THE ASSISTANT DEPUTY REGISTRAR GENERAL
(DRG)

165 Conflict of Interest

DEPARTMENTAL SECRETARIAT
(DST)

175 Urea Formaldehyde Foam Insulation (UFFI)
180 Access to Information and Privacy

FINANCE AND ADMINISTRATION DIRECTORATE
(FAD)

170 Registration

CENTRALIZED CLASSES OF RECORDS

901 Administration
902 Acts and Legislation
903 Administration and Management Services
904 Co-operation and Liaison
905 Buildings and Properties
906 Buildings
907 Lands
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicles
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
CONSUMER AND CORPORATE AFFAIRS CANADA
PLACE DU PORTAGE, PHASE I
23rd FLOOR, ZONE 8
50 VICTORIA STREET
HULL, QUÉBEC
(MAIL: OTTAWA, ONTARIO
K1A 0C9)

Chapter 32

COPYRIGHT BOARD CANADA

A. GENERAL INFORMATION

Historical Background

The Copyright Board came into existence on February 1, 1989 upon proclamation of sections 12 to 15, 17, 20 and 25 of the *Act to amend the Copyright Act* (S.C. 1988, chapter 15) assented to on June 8, 1988.

Responsibilities

The Board has jurisdiction over a number of matters. It is responsible for the fixing of royalties payable to licensing bodies for the performance of musical and dramatico-musical works, and for the fixing of royalties payable to collecting bodies for the retransmission of distant television and radio signals. The Board also fixes royalties payable to licensing bodies for all other acts mentioned in subsection 3(1) of the Act. This applies when there is a disagreement between the collective and the users, or when the Director of Investigation and Research, appointed under the *Competition Act*, considers that an agreement filed with the Commission is contrary to the public interest and requests the Board to examine the agreement. The Board is equally responsible for issuing non-exclusive licences for any act mentioned in subsection 3(1) with respect to published works, where the owner of the copyright cannot be located. Also, the Board may be required to conduct studies regarding the exercise of its powers as requested by the Minister.

Legislation

- Copyright Act, R.S.C. 1985, chapter C-42
- Act to amend the Copyright Act, S.C. 1988, chapter 15
- Act to implement the Free Trade Agreement between Canada and the United States of America, S.C. 1988, chapter 65

Organizational Units and their Role

Board

The Board consists of a maximum of five members, including a chairman and a vice-chairman, appointed by the Governor in Council to serve either full-time or part-time, for a term not to exceed five years. Each member is eligible to be reappointed once only. The chairman directs the work of the Board. The vice-chairman, who is the chief executive officer of the Board, supervises and manages the Board and its staff.

Secretariat

The Secretary to the Board provides administrative services to the Board and acts as its registrar.

Additional Information

Requests for further information about the Board and its various activities, programs and publications may be directed to:

Secretary to the Board
Copyright Board Canada
Suite 501, Vanguard Building
171 Slater Street
Ottawa, Ontario
K1A 0C9
(613) 952-8621
(613) 952-8630 (Facsimile)

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Copyright Board Canada
Suite 501, Vanguard Building
171 Slater Street
Ottawa, Ontario
K1A 0C9
(613) 952-8621
(613) 952-8630 (Facsimile)

Reading Room

The Board's library has been designated under section 71 of the *Access to Information Act* as the reading room where the public may consult the Board's decisions and regulations. The address is: Suite 501, Vanguard Building, 171 Slater Street, Ottawa, Ontario.

Classes of Records

CBC/SEC-005
Performing Right — Musical Dramatico-Musical Works (New)
Description: Files dealing with the fixing of royalties with respect to the performing right. *Topics:* Proposed royalties; board notices; objections; exhibits filed by the parties; Board decisions.

CBC/SEC-010
Retransmission Right — Distant Radio and Television Signals (New)
Description: Files dealing with the fixing of royalties with respect to the retransmission right. *Topics:* Proposed royalties; Board notices; objections; exhibits filed by the parties; Board decisions.

CBC/SEC-015

Other Acts Protected by the Copyright Act (New)

Description: Files dealing with the fixing of royalties with respect to other acts protected by the *Copyright Act*. *Topics:* Requests for determination of royalties made to the Board; Board notices; exhibits filed by the parties; Board decisions.

CBC/SEC-020

Examination of Agreements Filed with the Board (New)

Description: Files dealing with the examination of agreements at the request of the Director of Investigation and Research. *Topics:* Register of agreements filed with the Board; requests from the Director of Investigation and Research; Board notices; exhibits filed by the parties; Board decisions.

CBC/SEC-025

Non-Exclusive Licences — Copyright Owners Who Cannot Be Located (New)

Description: Files dealing with the issuance or the refusal to issue such licences. *Topics:* Requests and declarations from persons submitting requests regarding research done to locate the copyright owner; Board decisions.

CBC/SEC-030

Board Administration (New)

Description: All files required to administer the business of the Board. *Topics:* Administrative files relating to personnel and finance; contract administration; library, etc.

COPYRIGHT BOARD CANADA

COPYRIGHT BOARD CANADA
(CBC)

CHAIRMAN
VICE-CHAIRMAN
MEMBERS

SECRETARIAT
(SEC)

005 Performing Right — Musical and Dramatico-Musical Works
010 Retransmission Right — Distant Radio and Television Signals
015 Other Acts Protected by the Copyright Act
020 Examination of Agreements Filed with the Board
025 Non-Exclusive Licences — Copyright Owners Who Cannot Be Located
030 Board Administration

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
COPYRIGHT BOARD CANADA
SUITE 501, VANGUARD BUILDING
171 SLATER STREET
OTTAWA, ONTARIO
K1A 0C9

Chapter 33

THE CORRECTIONAL INVESTIGATOR CANADA

A. GENERAL INFORMATION

Historical Background

The Office of the Correctional Investigator was established in 1973 pursuant to Part II of the *Inquiries Act*. Appointment of the present Correctional Investigator was made by Order-in-Council P.C. 1977-3209 on November 15, 1977.

Responsibilities

The Correctional Investigator investigates and reports on the problems of inmates that come within the responsibility of the Solictor General of Canada (other than those problems raised on complaint in certain defined circumstances). Investigations are undertaken at the request of the Solicitor General, on the Investigator's own initiative, or upon complaint from or on behalf of inmates as defined in the *Penitentiary Act*.

Legislation

- Parole Act and Regulations
- Penitentiary Act
- Penitentiary Service Regulations
- Prison and Reformatories Act

Organizational Units and their Role

The Office of the Correctional Investigator comprises three secretarial/administrative positions, a director of investigations and five investigators.

Manuals

- Commissioner's Directives
- Institutional Standing Orders
- Regional Instructions

Additional Information

Requests for further information about the Office and its various programs and functions may be directed to:

Office of the Correctional Investigator
P.O. Box 2324, Station D
Ottawa, Ontario
K1P 5W5
(613) 990-2692

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Office of the Correctional Investigator
P.O. Box 2324, Station D
Ottawa, Ontario
K1P 5W5
(613) 990-2692

Reading Room

The Office of the Correctional Investigator shares a reading room with other agencies of the Solicitor General, where in accordance with section 71 of the *Access to Information Act*, members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: 340 Laurier Avenue West, Ottawa, Ontario.

Classes of Records

OCI/CIN-005
Penal Institutions
Description: Correspondence advising institutions of visits by the Office of the Correctional Investigator; also requests for information on the administration of that institution. *Retrievability:* Files arranged by institution and by region.

OCI/CIN-010
Penal Institution Organizations, Committees and Groups
Description: Information on contact with inmate committees and other groups both inside and outside the institutions. *Retrievability:* Files arranged by institution or name of group, and by region.

OCI/CIN-015
Inmate Affairs — Statistics and Reports
Description: Information and statistics to be included in Annual Report. *Retrievability:* Files arranged by year of report.

OCI/CIN-020
Inmate Affairs — Special Enquiries and Reports
Description: Special reports compiled on the initiative of the Office or at the request of the Solicitor General of Canada. *Topics:* Enquiry at Millhaven into an incident in 1975; incident at Dorchester in 1980.

THE CORRECTIONAL INVESTIGATOR CANADA

OCI/CIN-025
Inmate Affairs — General Topics
Description: Information on certain policies of the Correctional Service of Canada; press clippings on the Correctional Service of Canada. *Topics:* Policy on inmate disciplinary boards; claims against the Crown; inmate pay; family visiting.

OCI/CIN-030
Inmate Affairs — Case Files
Description: All correspondence on individual inmate complaints; also reports of interviews with complainants. *Retrievability:* Files arranged chronologically with an alphabetical index and cross-reference system.

THE CORRECTIONAL INVESTIGATOR CANADA

OFFICE OF THE CORRECTIONAL INVESTIGATOR
(OCI)

CORRECTIONAL INVESTIGATIONS
(CIN)

005 Penal Institutions
010 Penal Institution Organizations, Committees and Groups
015 Inmates Affairs — Statistics and Reports
020 Inmate Affairs — Special Enquiries and Reports
025 Inmate Affairs — General Topics
030 Inmate Affairs — Case Files

ACCESS TO INFORMATION
CO-ORDINATOR
OFFICE OF THE CORRECTIONAL
INVESTIGATOR
BOX 2324, STATION D
OTTAWA, ONTARIO
K1P 5W5

Chapter 34

CORRECTIONAL SERVICE CANADA

A. GENERAL INFORMATION

Historical Background

In 1977, the Correctional Service of Canada was formed through the amalgamation of the Canadian Penitentiary Service and the National Parole Service.

Responsibilities

The Correctional Service of Canada, as part of the criminal justice system, has as its mission to contribute to the protection of society by exercising safe, secure and humane control of offenders while helping them become law-abiding citizens. It provides programs for offenders from pre-admission until the expiration of their sentence. It operates on the basis that the offender must be viewed from physical, emotional and cultural aspects.

Legislation

- Criminal Code
- Criminal Law Amendment Act, 1976
- Criminal Records Act
- Parole Act
- Penitentiary Act
- Prison and Reformatories Act
- Young Offenders Act

Organizational Units and their Role

Administration Policy and Services Sector

The Sector provides finance, personnel and administrative services that are common to all government departments.

The **Management Advisory Services Branch** is responsible for providing analytical, developmental and advisory services dealing with management problems. It provides departmental studies and advice on organization and methods and is responsible for the publication of internal communication documents.

The **Accommodation and Inmate Services Branch** is responsible for the functional direction and control of policies and services relating to the following activities: construction, including institutional planning services and construction program and services co-ordination; engineering, including electronic engineering and maintenance; and food services and support.

The **Materiel and Administration Branch** is responsible for the functional direction and control of materiel management and administration, including access to information and privacy.

The **Systems Branch** is responsible for the functional direction and control of system planning, policy and administration, data and computer operations, and applications development and maintenance.

Executive Secretary Branch

The **Inmate Affairs Division** is responsible for providing advice to senior management on matters pertaining to the treatment of inmates and overall inmate affairs. This division also represents the Correctional Service of Canada in its dealings with the Correctional Investigator.

The **Public Affairs Division** is responsible for developing and implementing the Correctional Service's communication strategies aimed at increasing public understanding and acceptance of its goals, practices and policies.

The **Correspondence and Ministerial Liaison Unit** is responsible for co-ordinating, preparing and vetting all matters relating to the preparation of executive correspondence to the Commissioner, the Minister's Office, and other members of Parliament and assemblies.

Inspector General's Sector

This sector is responsible to the Commissioner for the accreditation of institutions, for the convening of certain administrative and security inquiries, and for the conduct of management, financial, staffing and classification audits.

Corporate Policy and Planning Sector

This sector is responsible for the development and formulation of a comprehensive corporate policy framework.

The **Corporate Policy and Strategic Planning Branch** is responsible for developing a correction policy framework, reviewing all policy proposals, and forecasting offender populations and the way in which those populations will change. It is also responsible for federal/provincial relations and for liaison on correctional policy issues with the agencies of the Ministry of the Solicitor General and with other external groups involved in the criminal justice system.

The **Evaluation and Research Branch** is responsible for the development and management of the Correctional Service's program evaluation and correctional research programs. This branch is also responsible for ensuring that resource allocations are made to programs consistent with the priorities of the Department, and for ensuring that program and operational management information can be related to and integrated with resource information.

The **Planning Branch** is responsible for developing the Correctional Service's planning system which includes long-, medium- and short-range planning. It is also responsible for the development of the Accommodation Plan for the Correctional Service of Canada, the preparation of the Statement of Institutional Performance Specifications, and for providing advice to senior management on accommodation issues in light of the Department's policies and programs.

Offender Policy and Program Development Sector

This sector is responsible for the development of operational policy and programs which impact upon offenders from date of sentence until warrant expiry.

The **Correctional Operations Branch** is responsible for policy development, planning, operational monitoring and evaluation of the following correctional services: offender management, custody and control, community release and support services, inter-jurisdictional and private sector relations.

The **Health Care Branch** is responsible for developing policies, program objectives and standards focusing on the medical, psychiatric, dental, surgical and nursing care of offenders.

The **Offender Programs Branch** is responsible for the policy and program development of the following correctional programs: occupational development programs (including Agribusiness), Education and Personal Development, Chaplaincy, and Native and Female Offender.

The **Program Planning and Management Services Branch** is responsible for the co-ordination and management of the planning, personnel, financial, administrative and systems development functions as they relate to the Offender Policy and Program Development Sector.

Manuals

- Case Management Manual
- Corcan Code Book
- CSC Directives
- CSC Guidelines
- Forms Catalogue
- Grievance Manual
- Inmate Pay Manual
- Medical and Health Care Services Manual
- Records Classification and Scheduling Plan
- Records Management Manual
- Sentence Administration Manual

Additional Information

Enquiries from the media or public for information about the organization of the Correctional Service of Canada, its policies and programs should be directed to:

Public Affairs Division
The Correctional Service of Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9
(613) 992-8420

B. CLASSES OF RECORDS

Access Procedures

If you wish to make a formal access request under the *Access to Information Act*, please specify the location of the records you seek, and submit a formal Access to Information Request Form to:

Access to Information and Privacy Co-ordinator
Correctional Service of Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9
(613) 995-3689

In general, information on Service-wide programs and policies is best obtained by specifying "Ottawa" on the Access Request Form. For greater detail, please specify the regional headquarters or facility of interest.

ATLANTIC REGION

Regional Headquarters

Correctional Service of Canada
Terminal Plaza, 2nd Floor
1222 Main Street
Moncton, New Brunswick
H1C 1H6

Institutions

Atlantic Institution
Dorchester Penitentiary
Springhill Institution
Westmorland Institution

Community Correctional Centres

Carlton Centre
Parrtown Centre
Sand River Centre

Parole Offices

Bathurst Area Office
Charlottetown Area Office
Corner Brook Area Office
Edmundston Sub-Office
Fredericton Area Office
Grand Falls Area Office
Halifax District Office
Kentville Area Office
Moncton District Office
Saint John (New Brunswick) Area Office
St. John's (Newfoundland) District Office
Sydney Area Office
Truro Area Office

QUEBEC REGION

Regional Headquarters

Correctional Service of Canada
3 Place Laval, 2nd Floor
Laval, Quebec
H7N 1A2

CORRECTIONAL SERVICE CANADA

Institutions

Correctional Staff College (Laval Campus)
- Correctional Development Centre
- Federal Training Centre
- Regional Reception Centre

Archambault Institution
Cowansville Institution
Drummond Institution
La Macaza Institution
Laval Institution
Leclerc Institution
Montée Saint-François Institution
Ste-Anne-des Plaines Institution

Community Correctional Centres

Benoît XV Centre
Hochelaga Centre
Laferrière Centre
Martineau Centre
Ogilvy Centre
Pie IX Centre
Sherbrooke Centre

Parole Offices

East Quebec District Office
Metropolitan Montreal District Office
West Quebec District Office

Chicoutimi Area Office
Duvernay Area Office
Fabre Area Office
Granby Area Office
Hull Area Office
Laurentides Area Office
L'Annonciation Area Office
Montreal Acadie Area Office
Montreal Centre-North Area Office
Montreal Centre-South Area Office
Montreal Décarie Area Office
Montreal Langelier Area Office
Montreal Longueuil Area Office
Montreal West Area Office
Quebec Area Office
Rimouski Area Office
Rouyn-Noranda Area Office
Sainte-Thérèse Area Office
Trois-Rivières Area Office

ONTARIO REGION

Regional Headquarters

Correctional Service of Canada
440 King Street West
P.O. Box 1174
Kingston, Ontario
K7L 4Y8

Institutions

National Correctional Staff College (Kingston Campus)
Regional Psychiatric Centre
Regional Supply Centre
Staff Induction Centre
Beaver Creek Institution (Correctional Camp)
Bath Institution
Collins Bay Institution
Frontenac Institution
Joyceville Institution
Kingston Penitentiary
Millhaven Institution
Pittsburgh Institution
Prison for Women
Warkworth Institution

Community Correctional Centres

Keele Centre
Montgomery Centre
Portsmouth Centre

Parole Offices

Central Ontario District Office
Eastern Ontario District Office
Western Ontario District Office

Barrie Sub-Office
Belleville Sub-Office
Brampton Sub-Office
Brantford Area Office
Etobicoke Area Office
Guelph Area Office
Hamilton Area Office
Kenora Area Office
Kingston Area Office
London Area Office
Oshawa Sub-Office
Ottawa Area Office
Peterborough Area Office
Sarnia Interviewing Office
Sault Ste. Marie Area Office
Scarborough Area Office
St. Catharines Area Office
Sudbury Area Office
Thunder Bay Area Office
Timmins Area Office
Toronto York Area Office
Windsor Area Office

PRAIRIE REGION

Regional Headquarters

Correctional Service of Canada
2002 Quebec Avenue
P.O. Box 9223
Saskatoon, Saskatchewan
S7K 3X5

Institutions

Correctional Staff College
Regional Psychiatric Centre

Bowden Institution
Drumheller Institution
Edmonton Institution
Rockwood Institution (farm)
Saskatchewan Penitentiary
Saskatchewan Farm Annex
Stony Mountain Institution

Community Correctional Centres

Altadore Centre
Grierson Centre
Osborne Centre
Oskana Centre
Portal Centre

Parole Offices

Manitoba — Northwest Ontario District Office
Northern Alberta and Northwest Territories District Office
Southern Alberta District Office
Calgary Area Office
Edmonton Area Office
Regina District Office
Winnipeg Area Office
Brandon Area Office
Lethbridge Area Office
Prince Albert Area Office
Red Deer Area Office
Saskatoon Area Office
Thompson Area Office
Yellowknife Area Office

PACIFIC REGION

Regional Headquarters

Correctional Service of Canada
32315 South Fraser Way
P.O. Box 4500
Abbotsford, British Columbia
V2T 4M8

Institutions

Correctional Staff College (Mission Campus)
Regional Psychiatric Centre
Elbow Lake Institution
Ferndale Institution
Kent Institution
Matsqui Institution
Mission Institution
Mountain Institution
William Head Institution

Community Correctional Centres

Pandora Centre
Robson Centre
Sumas Centre

Parole Offices

Matsqui Trailers Day Parole Centre
Abbotsford District Office
Vancouver District Office
Victoria District Office
Chilliwack Area Office
Kamploops Area Office
New Westminster Area Office
Prince George Area Office
Terrace Area Office
Vancouver North Area Office
Whitehorse Area Office
Dawson Creek Resident Sub-Office
Vernon Resident Sub-Office

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. Reading rooms are located at national headquarters (340 Laurier Avenue West, Ottawa, Ontario) and at each of the regional headquarters mentioned above.

Classes of Records

Correctional Service of Canada records are broken down into five different categories: subject, offender, staff, information on general public, and administrative files — personal information.

The first category, subject records, is organized by main or primary subjects, which in turn are broken down into secondary subjects and, where warranted, tertiary subjects. Although the subject records are organized according to the departmental records classification system, various branches maintain a substantial number of records that have not been incorporated into this system.

The other four categories — offender, staff, information on general public, and administrative files — are handled under the *Privacy Act*.

CSC/CML-005
Correspondence Management
Description: Information on policy and procedures in the handling of correspondence. *Topics:* Correspondence management — channels of communication, preparation of Treasury Board submissions and ministerial correspondence; signing authorities other than financial; processing of Commissioner's and Senior Deputy Commissioner's mail; inmate and anonymous correspondence; parliamentary matters — questions asked in the House of Commons, Minister's house book, ministerial enquiries, employment enquiries, liaison with Minister, Cabinet submissions, Minister's issues book and Personnel Branch input.

CSC/CML-010
Information Services
Description: Information on the administration of public affairs and relations. *Topics:* Address, mailing and distribution lists; biographies — media relations, press clippings, press releases, photographs, radio and television broadcasts, slides and films, corpus, administrative index, list of coming events; advertising — newspapers, magazines, periodicals, radio and television; articles, bulletins, guides, newsletters and manuscripts for publication; COMREP, exhibitions and fairs — displays and models; lectures and lecturers — Solicitor General, CSC

personnel, officials of other government departments and agencies, Speakers Bureau.

CSC/CML-015

Books and Publications

Description: Information on the management of books and publications, including their printing, binding, editing, compilation, sale and distribution. *Topics:* Books and publications — printing and binding, editing, sale and distribution, requests for publications; individual — compilation, printing, distribution; Let's Talk, prison newspapers, Public Affairs Courier, Social Developer, Monday Morning Highlights, Inside/Outside, Telecom, Intercom.

CSC/CML-020

Enquiries

Description: Enquiries made by members of the public, press or Parliament on the Correctional Service of Canada. *Topics:* Requests to interview officials or offenders; correspondence received on persons thought to be offenders or awaiting transfer to an institution. *Special Access Note:* Access requests for information on persons awaiting transfer to an institution should be made under the *Privacy Act*. All other access requests for this bank should be made under the *Access to Information Act*.

CSC/AIS-025

Technical Services

Description: Information on the management of technical services, including major construction projects and the provision of electronic and telecommunication services. *Topics:* Construction — codes and regulations; contracts — projects, individual contracts, design change requests; institutional performance specifications — educational facilities; programs — Accelerated Construction Program, capital projects authorization and implementation system.

CSC/AIS-030

Electronics and Telecommunications — General

Description Information on the provision of electronics and telecommunications services. *Topics:* Communications — Government Telecommunications Agency (GTA), call code cards, intercom and public address, automated office communications; radio and television — control radio, inmate radio and television (departmental and personal), two-way radio; telephone — directories, emergency directories, installations and relocations, commercial and departmental telephone system, long distance, intercity direct lines, conference telephone; teletype and Telex — facsimile, telegraphs.

CSC/AIS-035

Electronics and Telecommunications — Security

Description: Information on the acquistion and installation of security electronics equipment. *Topics:* Integrated Communication and Control System — sub-systems, acceptance test procedures, standard operation procedures (SOP), main communication and control posts (MCCPs); institutional detection and alarm call system — closed-circuit television (CCTV) switching logic, fire-smoke alarm, nurse call system, intrusion detection, STELLER system; electric-field fencing; Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance — counter-technical intrusion inspection.

CSC/AIS-040

Facilities Planning

Description: Information on the planning of facilities. *Topics:* Public awareness program; five-year construction program; accommodation standards; accommodation program 1980-90; chapel; community release centres; female accommodation; health care centres; maximum, medium and minimum security; psychiatric centres; reception centres; special handling units; workshops; construction systems and materials — materials, plumbing, heating, ventilation, water supply, sewage and garbage disposal system and equipment, kitchen planning and equipment, cell design and furnishing; security and control systems — electric locking, manual locking and communication systems, security windows, screens, grills and barriers, perimeter security systems.

CSC/AIS-045

Engineering, Architecture and Properties

Description: Information on buildings and properties, accounting and inventories, real property, including acquistion and disposal, and the environmental protection program. *Topics:* Buildings and properties — signage program, heritage buildings and properties, photographs; accounting and inventories — Central Real Property Inventory, site plans; acquisition of real property — leases, expropriation, mobile trailers, proposed new sites; disposal of real property — notification of excess Crown property, report of surplus lands and buildings; environmental protection program — air pollution, water pollution, noise control, environmental assessment and review process, clean-up program.

CSC/AIS-050

Accommodation

Description: Information on all aspects of accommodation. *Topics:* Accommodation — offers of space, planning and requirements, office, staff colleges, staff housing, armouries, warehouses; contingency planning; recreation and training areas — baseball diamonds, handball and tennis courts, outdoor hockey arenas, shooting ranges, swimming pools; reports and statistics — cell accommodation reports, monthly project reports, departmental accommodation utilization reports, accommodation status reports.

CSC/AIS-055

Buildings

Description: Information on building administration and upkeep. *Topics:* Buildings — floor directives, bulletin boards, elevator services, use of facilities; alterations and repairs — requisition for services, Public Works Canada; handicap access; damages; maintenance — hygiene and sanitation, painting program, spring and fall clean-up, preventive maintenance, roofs; maintenance standards.

CSC/AIS-060

Buildings — Fire Safety

Description: Information on all aspects of fire safety. *Topics:* Fire safety awards program and fire prevention week; fire investigation reports; fire protection agreements; fire protection engineering standards; fire tests; automatic sprinklers alarm system; fire loss analysis; Regional Fire Commissioners' inspection reports; Correctional Service of Canada fire inspection reports.

CSC/AIS-065

Lands

Description: Information on the administration of lands. *Topics:* Lands — burial grounds and cemeteries, quarries, trespassing;

concessions — easement, rights-of-way, cattle grazing privileges, lease-backs; letting of farmland; development — site grading and levelling, farm land, reforestation; fencing, walls and towers; flood control; parking areas; roads, streets, sidewalks — snow removal.

CSC/AIS-070
Utilities
Description: Information on the provision of utilities. *Topics:* Utilities — refrigeration; conservation of energy — reports, solar energy, wood and waste products (biomass); electric power — electrical distribution system, emergency stand-by generators, flood-lighting; garbage disposal — garbage dumps, incinerators; water and sewage — filtration and water treatment plant, plumbing systems, water mains, sewers and drains; water towers and reservoirs; wells; bacteriological examination of water and milk.

CSC/AIS-075
Heating
Description: Information on the provision of heating utilities. *Topics:* Heating fuels — coal, diesel oil, fuel oil; natural gas; propane gas; wood; heating plants — boiler and furnace, monthly performance statements, boiler and pressure vessel inspection, boiler feed water treatment, boiler tune-up retrofit program, buried piping and tunnels, heating plant equipment; heating ventilation and air conditioning — heat distribution system, monitoring and control systems, ventilation, building environment control.

CSC/AIS-080
Vehicles
Description: Information on the management and provision of government-owned vehicles. *Topics:* Fleet management information system; credit card system; licence registration and insurance; maintenance and repairs; operating standards; recall notices; technical bulletins; Propane Conversion Program; vehicle entitlement; procurement; use of government vehicles; leasing.

CSC/AIS-085
Vehicle Parking
Description: Information on vehicle parking. *Topics:* Regulations; application; permits.

CSC/AIS-090
Food Services
Description: Information on the supply of foodstuffs and the administration of the Food Services Program. *Topics:* Foods — canned goods, fruits and vegetables, meat, fish and poultry, dairy products (includes milk, butter, cheese and eggs); Food Services Program — ration scale, menu sheets, messing, Christmas bags, religious diets, Food Service Manual, Diet Manual, ration control system, food testing, recipes, approved product list.

CSC/MAB-095
Materiel Management
Description: Information on overall materiel management. *Topics:* Equipment and supplies — agreements and guarantees; accounting and inventories — boards of survey, overages and shortages, stock-taking; electronic equipment inventory; catalogues, manuals, price lists — office equipment and supplies, tool and equipment manual; Technical Services Manual; disposal and surplus — condemnation, transfer of material to other government departments, write-offs; drawings and specifications — buildings; industrial drawings; Canadian General Standards Board.

CSC/MAB-100
Equipment
Description: Information on the acquisition of equipment. *Topics:* Equipment on loan; photographic equipment; farm equipment and machinery; kitchen equipment; laundry equipment; physical education and recreation; audio-visual; fire safety; electronic equipment inventory; micrographic equipment products data; health care equipment; drugs and medical devices; inventory of fire fighting equipment; boiler equipment; data processing equipment — computers, computer terminals; maintenance and repairs — office appliances, electronics equipment, electronics maintenance test equipment, preventive maintenance; films, nursing equipment; office appliances — calculating machines, tape recorders, typewriters, photocopying equipment, word processors.

CSC/MAB-105
Health Care Equipment
Description: Information on the acquisition of health care equipment. *Topics:* Dental, optical, physiotherapy, first aid kits; X-ray facilities and equipment; psychiatric and health care centres — beds (other than cell, dormitory, and household), X-ray, operating room; drugs and medical devices - narcotics and controlled drugs, inspections by the Department of National Health and Welfare; drug formularies; drug utilization reviews; monitored drug distribution systems; patient compliance and counselling; pharmaceutical services.

CSC/MAB-110
Institutional Services
Description: Information on the procurement services required by institutions. *Topics:* Clothing — officer clothing, inmate clothing, report on stock of cloth for officers' uniforms; furniture and furnishings — kitchen smallware; cell and dormitory — beds and bedding, lighting fixtures, lockers, chairs, sofas; household — beds and bedding, chesterfields, chairs, sofas; office — filing cabinets and security shells, desks, tables and chairs, drapes and venetian blinds, wall furnishings (pictures, plaques).

CSC/MAB-115
Procurement
Description: Regulations, instructions and procedures relating to procurement. *Topics:* Procurement — purchasing and requisitioning procedures and methods, Supply and Services Canada customer manual, scale of issue — drugs and medical devices, medical supplies; tender lists; contracts; local purchase orders; requisitions; standing offer agreements.

CSC/MAB-120
Supplies
Description: Information on the purchase of supplies. *Topics:* Badges, emblems, crests, flags; training aids; supplies; returnable containers; building materials — hardware and paint, lumber and plywood, electrical, plumbing and pipefitting; cleaning and personal hygiene supplies — institutional cleaning supplies, inmate hygiene supplies; forms; requisitions; heating and cooking fuels — coal, furnace or stove oil, gas; motor fuels — gasoline, diesel fuel, oil and lubricants, antifreeze; shop supplies — cloth textiles, leather and bindings, hardware and paints, lumber and plywood, metals, welding supplies and chemicals; stationery.

CORRECTIONAL SERVICE CANADA

CSC/MAB-121
Access to Information
Description: Records on the implementation of the regulations governing access to the Department's recorded information on the following: policies, procedures, interpretations and regulations relating to the privacy of and access to the Department's recorded personal and administrative information. *Topics: Personal Information Index*; *Access Register*; statistics; decentralization; recentralization; reading rooms administration; Privacy Commissioner's enquiries — complaints; preparation for compliance; procedures; collection of information; delegation of authority; disclosure — under paragraph 8(2) (*m*) of the *Privacy Act*, exemptions; time limits; language; reading rooms; investigative bodies; review of the *Access to Information Act* and the *Privacy Act*.

CSC/MAB-122
Recorded Information
Description: Records on the development and implementation by Records Management of a plan to organize the Department's recorded information as well as the related procedures, work instruments, and systems; and records on the development and approval of retention and disposal schedules for the Department's recorded information. *Topics:* Records Classification and Scheduling Plan for administrative records, dealing with distribution, improvement writing group, administration generally, buildings and properties, equipment and supplies, finance, personnel, operations in general, programs for offenders, inmate education, training and employment, security, health care and medical services; Offender Records System — Working Group; personnel records system; records procedures; Parker Plan; retention and disposal schedules; accessions and disposal authorizations — historical records, statistics; personnel records; offender records — pardons.

CSC/IGS-125
Inspector General
Description: Information on liaison with the Correctional Investigator, management of audits and management of the accreditation program. *Topics:* Correctional Investigator's inquiries; special projects; management review — regional checklists; financial audits — annual financial audit report, quarterly report on financial audits; management services — audits (personnel and administrative); correctional standards — Commission on Accreditation for Corrections Inc. (U.S.), institutions, parole offices, community correctional centres, regional psychiatric centres, health care centres; administrative enquiries — Inspector General.

CSC/ERB-130
Operations
Description: Information on the operations of CSC in general. *Topics:* Youth Services crime prevention; relocation of federal female offenders.

CSC/IGS-135
Investigative Inquiries
Description: Records on investigations conducted by the Inspector General's or Policy, Planning and Administration branches, on incidents that have an adverse effect on the security or administration of an institution. *Topics:* Terms of reference for each incident including facts and recommendations; police reports; intelligence assessments; and information provided by offenders, staff, visitors and external organizations. *Note:* Used to prevent incident recurrences and to process claims against the Crown.

CSC/IGS-140
Penal and Correctional Inquiries
Description: Inquiries held to identify operational deficiencies in the Canadian Correctional System and to make recommendations for changes. *Topics:* Canadian Committee on Corrections — Mr. Justice Ouimet; Commission of Enquiry into the Non-medical use of Drugs; Correctional Planning Committee; Doukhobor problems; Fauteux Committee; Joint Committee of the Senate and House of Commons 1965; Justice and Legal Committee of the Senate and House; juvenile delinquents; Provost Commission on the Administration of Justice; Royal Commission on the Toronto Jail of Custodial Services; narcotics addiction; study of sexual and dangerous offenders; inquiry by Joseph E. Nuss into the presentation of live entertainment performances at Archambault Institution and other federal institutions; Report of Correctional Investigator on Allegations of Mistreatment of Inmates at Archambault: 82-07-12; murders and assaults in the Ontario region.

CSC/ERB-145
Research
Description: Research, including public opinion research, into medical, psychiatric, psychological and socio-behavioral matters, and into matters involving the operation and delivery of correctional programs and services generally, such as, but not limited to, food services, education, employment, social and cultural development and visiting programs. *Topics:* Research Advisory Council; medical; psychiatric; psychological; nursing, etc.

CSC/OPB-150
Inmate Employment
Description: Information on general matters pertaining to the employment of inmates both within the institution and externally while they are serving a sentence. *Topics:* Work assignment boards — grading; internal employment; external employment; employment proposals; master job inventory; work sector guidelines/work standards; inmate requirement per program; monthly reports on employment of inmates; inmate labour on construction projects; performance measurement indicators; Inmate Employment Branch Manual; employment strategy; Special Handling Unit.

CSC/OPB-155
Agriculture
Description: Information on the operation of CSC institutional farms, the management of animals, cannery operations and storage of fruits and vegetables, slaughter of cattle and the storage and distribution of meat. *Topics:* Agribusiness — enterprise operations — dairy, poultry, beef, pork, grain and forage, field vegetables, greenhouses, trout, abattoirs, processing, storage, transportation; inspection — dairy, eggs, meat and abbatoir, horticulture, trout; reports.

CSC/OPB-160
Automated Data Processing
Description: Information on automated data processing installations, customers and proposed customers, and production reports. *Topics:* Automated data processing; customers; contracts; reports — data capture, microfilm, packaging and distribution, programming, videotex, word processing, privatization.

CSC/OPB-165
Education and Training
Description: General information on programs designed to improve the inmates' occupational skills. *Topics:* Academic and vocational

training contracts; teachers; educational testing — academic and vocational; development plan; evaluation; calendar of studies; privatization.

CSC/OPB-170
Academic Training
Description: Information on schools, university training, extramural courses. *Topics:* Correspondence courses; special education; university degree program; computer-assisted learning; native studies.

CSC/OPB-175
Provincial Liaison and Accreditation
Description: Information on liaison with provincial governments on accreditation and issue of trades certificates, work placement.

CSC/OPB-180
Institutional Library Service
Description: Information on the administration of institutional library services.

CSC/OPB-185
Vocational Training
Description: Information on commercial training, manufacturing trades, small business courses. *Topics:* Commercial courses; apprenticeship and training; pre-employment training; horticultural training; computer technology and data processing; cooking and hospitality occupations; micrographics; word processing; correspondence courses.

CSC/OPB-190
Industries
Description: General information on industrial operations. *Topics:* Automation; Industries Operation Manual; privatization; proposals; warehouses.

CSC/OPB-195
Marketing
Description: Information on the development of markets and products. *Topics:* Marketing; market development — cataloguing of products, development and distribution of literature, after-sales service, non-customer complaints, product promotion — showroom, product coding, promotional aids; product development — product costing, price change requests, drawings and specifications, packaging, safety, identification; Correctional Service of Canada products; furnishings; maintenance equipment; modular housing; Post Office equipment; recreation and sports equipment; services; specialized equipment; storage and packaging of products; aids for the handicapped; container — waste.

CSC/OPB-200
Sales
Description: Information on the sale of products made by inmates. *Topics:* Marketing sales; product samples; authorized individuals; federal departments and agencies; municipal governments; non-profit organizations; provincial departments and agencies; religious organizations; schools.

CSC/OPB-205
Production Program
Description: Information on manufacturing, inventory control, quality control and quality assurance of products manufactured by CSC. *Topics:* Production control — inventory of manufactured goods, advance orders, purchase of materials, order forms, manufacturing authorities, notice of shipment; manufacturing program; inspections — inspection plans, in-process inspections, final inspection, customer complaints; guarantees and warranties.

CSC/OPB-210
Reports and Statistics
Description: Administrative reports and statistics on industrial operations. *Topics:* Inspection reports — quarterly; progress reports on industrial orders; progress reports on clothing and footwear; reports of industrial capacity; sales reports; program situation report; monthly activity report; late delivery reports; work shortage reports.

CSC/OPB-215
Shops
Description: Information on the organization, administration and layout of industrial shops. *Topics:* Shops — wood, paint, metal, textile, automative, print.

CSC/OPB-220
Benefits, Incentives and Pay Administration Plan
Description: Information on inmate pay, work incentives and the pay administration plan. *Topics:* Incentives; Inmate Employment and Pay Administration Plan — operations, classification and compensation, overtime, Inmate Employment Board reports, Inmate Employment and Pay Administration Manual, monitoring, regional budgets, position placement guidelines, conference calls minutes and agendas, forfeiture of pay for damages; classification and compensation; pay plan system — employment and pay information system, attendance, inmate pay procedures, education and training, pay plan, automated document processing pay plan, inmates on construction projects, hourly pay planning framework, newsletter/staff bulletin, zero pay, enhancement to inmate pay reports; Special Handling Units; post-release — bonding, employment services for ex-offenders, employers of ex-offenders.

CPS/OPB-225
Work Opportunities
Description: Information on the administration of work opportunities for inmates. *Topics:* Inmate labour on construction projects; joint ventures — projects involving private sector; forestry — tree nursery reforestation; Employment and Immigration Canada economic growth component; firms operated by inmates — maintenance, food services, laundry, stores.

CSC/COB-230
Case Management
Description: Information on the development of a program plan for the offender. *Topics:* Pre-sentence and post-sentence report; classification of inmates — classification questionnaire, cascading of inmates, individual program planning.

CSC/COB-235
Living Unit
Description: Information on regulations and implementation of the living unit program. *Topics:* Therapeutic community; living unit and human relations — "The Owl Grid/la Grille Hibou", living unit class proposal.

CORRECTIONAL SERVICE CANADA

CSC/COB-240

Policy and Procedures

Description: Information on the development of general policies and procedures. *Topics:* Co-operation and liaison with the provinces — deportation; Case Management Manual.

CSC/COB-245

Policy and Procedures — Community Release

Description: Information on the development of policies and procedures in preparation for community release. *Topics:* Community Correctional Centre directors' conference; Inmate Manual; community banking; parolee assistance loan fund; deportation; parole — parole offices as releasing institutions, medical insurance for parolees and ex-inmates; programs — Case Management Manual, Chapter 17.

CSC/COB-250

Release

Description: Information on case preparation for release and case supervision after release. *Topics:* Absences — temporary, festive season, escorted, unescorted; discharge; parole — release of inmates, community release, temporary detainees, post-release programs — temporary absence, day parole, parole, mandatory supervision, signing authority for warrants, Case Supervision Procedures Manual; pre-release programs — intensive pre-release project, temporary absence, day parole, parole, mandatory supervision, Case Preparation Procedures Manual.

CSC/COB-255

Operations and Quality Control

Description: Information on quality control, quantitative and qualitative performance in district offices and application of policy and procedures in the region. *Topics:* Quality control and procedure review — audits, board complaints, concerns and comments, inmate enquiries and issues on case management, community enquiries and issues on case management, warrant control records; quality control checklists; NPS Procedures Manual — proposed amendments, Case Management Manual.

CSC/COB-260

Sentence Administration

Description: Documentation of inmates on admission and release, computation of sentences and remission. *Topics:* Admissions — admission of foreign nationals; Sentence Administration Manual; documentation of inmates received from provincial prisons; scar notification; interpretation of sentence; auditing of inmate files; numbering of inmates; fingerprinting and photographing of inmates; expiration of sentence; earned remission; statutory remission; discharge; death — suicides; recidivism; pre-sentence report; post-sentence report.

CSC/OPB-265

Chaplaincy

Description: Information on programs designed for the spiritual well-being of inmates. *Topics:* Interfaith Committee on Chaplaincy; special diets; chaplaincy — Protestant, Roman Catholic, relations with diverse faith groups, retreats, Chaplain's Manual.

CSC/OPB-270

Inmate Affairs

Description: Information on the management of inmate affairs. *Topics:* Welfare — counselling; inmate organizations; legal affairs — legal aid; ombudsman; inmate rights and responsibilities; administrative boards; United Nations general principles for persons in prisons; inmate affairs — inmate participation in management; inmate committees; grievances — individual grievances, group grievances, reports, Grievance Manual, Inmate Manual.

CSC/OPB-275

Social and Community Programs

Description: Information on special programs to meet the needs of specific groups of offenders and on the administration of financial programs. *Topics:* Finance — community banking, monetary assistance to inmates and dependents, parolee assistance loan fund, trust fund, welfare fund, travelling and living expense allowance, allowances to offenders; recreation deductions; hospital and medical services insurance plan; benefits entitlement; programs — long-term offenders, regional reception centre, diversion, contact, husband and wife offenders, senior citizen offenders, sexual offender program.

CSC/OPB-280

Community Relations and Special Projects

Description: Information on working relationships with private sector agencies such as the John Howard and Elizabeth Fry societies for services such as parole supervision and residential services. *Topics:* Associations — aftercare services contracts; grants to aftercare agencies.

CSC/OPB-285

Citizens' Advisory Committee

Description: Information on policy formulation, planning, minutes and recommendations of the Citizens' Advisory Committee. *Topics:* Draft CD 216; memberships and appointments; national conference of Citizens' Advisory Committees (CACs) — constitution; minutes, recommendations; progress reports; National Executive Committee of CACs — minutes; newsletters; orientation program for CAC, pamphlet.

CSC/OPB-290

Community Residential Centres

Description: Information on the operational aspects of community correctional centres and community residential centres for parole supervision; includes provincial liaison. *Topics:* Guidelines for community residential centres (CRCs); directory; report on CRC usage; national standards for CRC Task Force; use of Parole Board seal; annual evaluation of CRC and agencies; community assessment and parole supervision — provincial.

CSC/OPB-295

Programs

Description: Information on parole supervision programs. *Topics:* Private homes; services to families of offenders; Square One.

CSC/OPB-300

Special Projects

Description: Information on special projects for the development of programs. *Topics:* Brantford community team; Correctional Employment Related Services (CER); outreach project; Converse; *colloques des ressources communautaires*; co-ordinated computerized Community Residential Centre (CRC) programs; program evaluation; Citizen Action Group (Hamilton) employment project; Détenus bénévoles; Exdeltra Inc.; Family Visiting Programs; HELP Program — Frontier College; life skill project — Prairies; inmate employment service — Prince Albert film; parolees — supervision cases — John Howard Society of Metropolitan Toronto.

CSC/OPB-305
Volunteers
Description: Information on the general public and inmates as volunteers. *Topics:* Awareness program; Hamilton volunteer project; insurance; policy development; recognition of volunteers as sponsors in temporary absence and pre-release; Family Visiting Project — accommodation, female offenders, international programs, review board, statistics, steering committee and consultation group, comments from outside organizations; handbook for volunteers, volunteer conference, federal/provincial seminar on volunteers in corrections, Ontario Ministry of Correctional Services volunteer programs.

CSC/OPB-310
Female Offenders
Description: Information on special programs to meet the needs of the female offender. *Topics:* Relocation of female offenders; provincial co-operation — administration of Prison for Women, Elizabeth Fry societies, federal female inmate relocation project-advisory group, federal-provincial Committee on the Female Offender, National Advisory Committee on the Female Offender, National Planning Committee on the Female Offender, female accommodation, programs for female offenders; women in conflict with the law.

CSC/OPB-315
Native Offenders
Description: Information on special programs to meet the needs of the native offender. *Topics:* Associations; native offenders — Inuit, placement in camp locations, Burwash Native People's Project, alcohol and drug abuse by natives, Native Crime and Justice Commission; native counselling service — Ontario, Alberta; Native Courtworker Services of Saskatchewan; spirituality; Native Brotherhood.

CSC/OPB-320
Social and Cultural Development
Description: Information on programs designed to enhance the inmate's social, cultural and physical development. *Topics:* Associations; entertainment — concerts and shows put on by inmates, hobbycraft, movies and television, sports activities put on by visiting athletes, concerts put on by visiting groups; physical eduction and recreation — physical fitness testing, standards, minimum security institutions, medium and maximum security institutions, inter-institutional sports day, exceptional people's olympiad; social development programs — transcendental meditation, resource exchange project, life skills, long-term offender project (SSEAP); social and cultural development — draft CD.

CSC/HCB-325
Health and Hygiene
Description: Information on general matters pertaining to the cleanliness and physical well-being of inmates. *Topics:* Accident reports — inmate; barbering; bathing; change room; laundry; occupational therapy; hygiene and sanitation.

CSC/HCB-330
Dental Services
Description: Information on dental laboratories and dental care provided to offenders. *Topics:* Dental service, dental laboratories.

CSC/HCB-335
Medical Services
Description: Information on the medical care of inmates. *Topics:* Medical insurance for parolees and ex-inmates; medical statements; Medical Services Manual; Nursing Manual; nursing; Canadian Hospital Directory; immunization of inmates; drug abuse testing; transsexuals; reception; chest X-rays; contagious and communicable diseases — acquired immune deficiency syndrome (AIDS); hunger strikes; privatization.

CSC/HCB-340
Psychiatric Services
Description: Information on psychiatric care of inmates. *Topics:* Certification procedures for admission; sex offender treatment.

CSC/HCB-341
Psychological Services
Description: Information on psychological programs testing and treatment of inmates. *Topics:* Drug addiction; psychological testing; mentally and behaviourally disordered inmates; dance therapy.

CSC/COB-345
Security
Description: General information on the security of institutions. *Topics:* Correctional officer field notebook; key control; monthly security briefing; penitentiary officer's handbook; Security Branch issues book; Security Manual; tool control; classification of CSC institutions.

CSC/COB-350
Operational Security
Description: Information on general operational security of the institutions. *Topics:* Inmate count; patrol dogs; Dress and Deportment Manual; institutional security requirements for construction projects; supervision of inmate leisure time activities; Security Manual; flying over institutions; preservation of evidence at the scene of a crime; shift briefing; duty rosters; post analysis; team concept; security post in health care centres; surveillance of inmates in community hospitals; hand-over of security posts; inmate movement control.

CSC/COB-355
Contingency Emergency Plans
Description: Information on action to be taken in the event of any emergency causing a disruption of the institutional routine and operational activity. *Topics:* Civilian assistance; military assistance; RCMP assistance; emergency response teams; riots and major disturbances; bomb threats; procedures during labour disputes; Operations Centre, National Headquarters; crisis management development.

CSC/COB-360
Contraband and Dangerous Substances
Description: Information on the entry into or discovery of unauthorized material in institutions, and the control of dangerous substances within the institution. *Topics:* Dangerous substances; drugs; searches (inmates, staff, visitors); body cavity searches; butane lighters; gerbil drug detection; reports and bulletins from other agencies; statistics; tool control; weapons; shaving razors.

CSC/COB-365
Discipline, Punishment, Segregation
Description: Information on segregation, dissociation and disciplinary measures to be taken in order to maintain institutional routine. *Topics:* Bulletins and publications — foreign jurisdictions; corporal punishment; dissociation; study groups; recording and reporting system; sensory deprivation; use of force; segregation; segregation — monthly administrative review; independent chairpersons — workshops, appointments, resignations, fees; offence and punishment summary reports.

CSC/COB-370
Emergency Planning
Description: Information on policies and plans for the continuation of the Department's operations in the event of an emergency. *Topics:* Accommodation; national shelter program; nuclear survival; snow emergencies; training; Exercise Wintex; Exercise Bold Step 82; nominated officials; circulars, publications, reports.

CSC/COB-375
Security Equipment
Description: Information on the selection and use of security equipment. *Topics:* Restraint equipment; scale of issue; regional and institutional emergency response teams; theft or loss of security equipment; Security Equipment Manual; contraband screening — X-ray, metal detectors, narcotics identification kits; concealed person detectors; integrated communication and control system — subsystem, acceptance test procedures, standard operation procedures; main communication and control posts; institutional detection, alarm and call systems — closed-circuit television (CCTV) switching logic, firesmoke alarm, nurse call system, intrusion detection, STELLER system, electric field fencing, Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance — counter technical intrusion inspection; weapons — registration of firearms, ammunition, rifles and revolvers, riot tear-gas, shields.

CSC/COB-380
Surveys and Reviews
Description: Information on inadequacies in security operations. *Topics:* Security functional review.

CSC/COB-385
Hostage Taking
Description: Information on the management of hostage-taking situations. *Topics:* Guidelines for the behaviour of hostages; services to families of hostages; statistics.

CSC/COB-390
Inmate Population Management
Description: Information on procedures for managing the inmate population. *Topics:* Escorting of inmates; transportation of inmates by air; protective custody units; special handling units; weekly reports; dangerous offenders — most dangerous, weekly report, murderers, sex offenders.

CSC/COB-395
Transfers
Description: Information on the actual movement of inmates or groups of inmates. *Topics:* Insane inmates; transfer to community correctional centres (CCCs) and community residential centres (CRCs); transfer between regions; transfer to and from provinces; international transfer to and from Canada; international transfers of provincial inmates; institutional monthly flow charts; monthly report on inmate population movement.

CSC/COB-400
Preventive Security
Description: Information on preventive security. *Topics:* Security in the Public Service — Cabinet Document 35; building security — access control, fire and emergency evacuation, locks, locking devices and issuing of keys; protection services — Corps of Commissionaires; identification — ID cameras, inmates, parolees, staff, damage, loss and recovery, fingerprinting, inmate name tags.

CSC/COB-405
Incidents
Description: Information on incidents in institutions. *Topics:* Assaults; contraband; death; fires; major incidents; statistics — summaries, double-bunking related incidents; escapes and recaptures — escapes from escort, plans apprehended, Operation Earthworm, reports, statistics, studies; Operation Focus; Operation Garrot; Operation Depart; injuries — accidental, attempted murder, attempted suicide, self-inflicted; use of force — gas, physical, weapons.

CSC/COB-410
Information and Intelligence
Desciption: Information on activities considered to have intelligence significance in the maintenance of good order within the institutions; also intelligence information of benefit to law enforcement and correctional agencies. *Topics:* Inmate witnesses from foreign jurisdictions; interrogations; organized crime; organized crime — Quebec; profiles — inmate; staff labour problems; special cases; terrorism; threats and demonstrations; fictitious records; bulletins, publications — bulletins and reports from law enforcement agencies, inmate newsletters, radical books and publications, security bulletins, SINTREP — daily and weekly, summaries, synopses, evaluations.

CSC/COB-415
Personnel Security Program
Description: Information on the administration of the personnel security program involving clearances of personnel and individual security clearance case files. *Topics:* Clearance of personnel; criminal indices check; employment of homosexuals.

CSC/COB-420
Security of Information
Description: Information on the administration of security regulations for the handling and storage of documents, as well as the exchange and release of information. *Topics:* Classification of correspondence and documents; release of information; breaches of security; confidentiality of medical and psychiatric reports; medical information administrative summary; EDP security; document storage; secure message service.

CSC/COB-425
Visits and Correspondence
Description: Information on inmate visitors, the censorship and monitoring of inmate correspondence, reading material, telephone communication. *Topics:* Censorship; conjugal visits; correspondence and gifts; telephone communication; visiting; screening of visitors.

CORRECTIONAL SERVICE CANADA

CORRECTIONAL SERVICE OF CANADA
(CSC)

COMMISSIONER

EXECUTIVE SECRETARY BRANCH
(ESB)

CORRESPONDENCE AND MINISTERIAL LIAISON UNIT
(CML)

005 Correspondence Management
010 Information Services
015 Books and Publications
020 Enquiries

INMATE AFFAIRS DIVISION
(IAD)

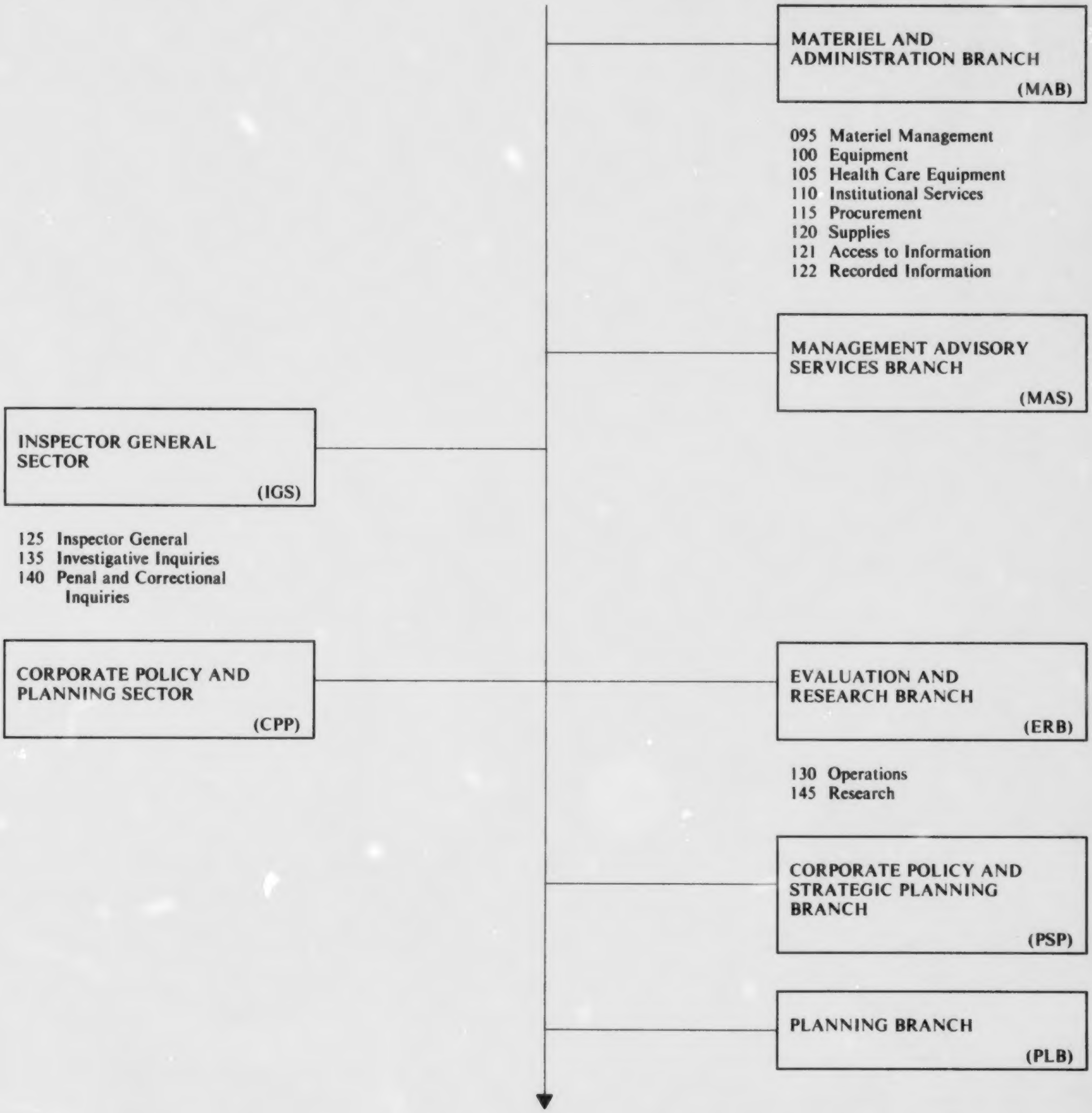
PUBLIC AFFAIRS DIVISION
(PAD)

ADMINISTRATION POLICY AND SERVICES SECTOR
(APS)

ACCOMMODATION AND INMATE SERVICES BRANCH
(AIS)

025 Technical Services
030 Electronics and
035 Telecommunications — General
Electronics and
Telecommunications — Security
040 Facilities Planning
045 Engineering, Architecture and Properties
050 Accommodation
055 Buildings
060 Buildings — Fire Safety
065 Lands
070 Utilities
075 Heating
080 Vehicles
085 Vehicle Parking
090 Food Services

CORRECTIONAL SERVICE CANADA



MATERIEL AND ADMINISTRATION BRANCH
(MAB)

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MANAGEMENT ADVISORY SERVICES BRANCH
(MAS)

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(IGS)

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CORPORATE POLICY AND PLANNING SECTOR
(CPP)

EVALUATION AND RESEARCH BRANCH
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130 Operations
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CORPORATE POLICY AND STRATEGIC PLANNING BRANCH
(PSP)

PLANNING BRANCH
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CORRECTIONAL SERVICE CANADA

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360 Contraband and Dangerous Substances
365 Discipline, Punishment, Segregation
370 Emergency Planning
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380 Surveys and Reviews
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ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
CORRECTIONAL SERVICE OF CANADA
340 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0P9

Chapter 35

DEFENCE CONSTRUCTION CANADA

A. GENERAL INFORMATION

Historical Background

Defence Construction (1951) Limited was incorporated in 1951 under the authority of the *Defence Production Act*. In 1965 the control and supervision of the corporation was transferred to the Minister of National Defence, and in 1986 to the Minister of Public Works.

Responsibilities

The corporation is the contracting and supervisory agency for the major military construction and maintenance projects required by the Department of National Defence. Its principal functions are to obtain tenders, make recommendations on proposed awards, and to award and administer contracts.

Legislation

- Defence Production Act

Organizational Units and their Role

Office of the President

The overall operations of the corporation are directed by the President.

The **Contracts Division** consists of the Consultant Contracts Section, the Tender Call Section and the Technical Services Section. It is responsible for consulting services; calling and reviewing tenders; preparing recommendations for the award of contracts; awarding contracts and issuing related documentation. The **Operations Division** is responsible for the supervision and control of Regional Operations and the North Warning System. The **Secretary-Treasurer's Division** is responsible for corporate functions such as external relations and internal corporate matters. The **Personnel Division** is responsible for the overall management of Human Resources.

Manuals

- Defence Construction (1951) Limited Employees Guide
- Defence Construction (1951) Limited Procedures Manual

Additional Information

Requests for further information about the corporation and its various programs and functions may be directed to:

Director of Personnel
Defence Construction Canada
Sir Charles Tupper Building
A Wing, 3rd Floor
Riverside Drive
Ottawa, Ontario
K1A 0K3
(613) 998-9539

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Personnel Division
Defence Construction Canada
Sir Charles Tupper Building
A Wing, 3rd Floor
Riverside Drive
Ottawa, Ontario
K1A 0K3
(613) 998-9539

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The reading room is located in the Plans Distribution Section, Sir Charles Tupper Building, A Wing, 3rd Floor, Riverside Drive, Ottawa, Ontario.

Classes of Records

DCL/OPR-005
Administration of Construction, Repairs and Maintenance Contracts
Description: Information on contracts for construction, maintenance and repairs. *Topics:* Request for contract from National Defence; tender forms and associated documents; contracts; change orders; progress claims; correspondence; shop drawing approvals; equivalent product certificates; completion and final payment forms. *Retrievability:* Files arranged by location and type of project (construction or repairs and maintenance).

DCL/OPR-010
Consultant Contracts
Description: Information on consultant contracts. *Topics:* Request for contract from National Defence; correspondence on contract negotiations; contracts; change orders; progress claims.

DCL/OPR-015
Unsolicited Information
Description: Documents submitted by consultants on the services they provide. *Topics:* Professional record forms, brochures and letters giving details on experience, names of staff, examples of projects completed; pamphlets demonstrating design quality. ***Retrievability:*** Files arranged by company name.

DEFENCE CONSTRUCTION CANADA

DEFENCE CONSTRUCTION (1951) LIMITED

(DCL)

OFFICE OF THE PRESIDENT

(OPR)

005 Administration of Construction, Repairs and Maintenance Contracts
010 Consultant Contracts
015 Unsolicited Information

ACCESS TO INFORMATION
CO-ORDINATOR
PERSONNEL DIVISION
DEFENCE CONSTRUCTION CANADA
SIR CHARLES TUPPER BUILDING
A WING, 3rd FLOOR
RIVERSIDE DRIVE
OTTAWA, ONTARIO
K1A 0K3

Chapter 36

DEPARTMENT OF FINANCE CANADA

A. GENERAL INFORMATION

Historical Background

The Department of Finance was formed in 1867 and received legislative authority pursuant to section 14 of the *Financial Administration Act*.

Responsibilities

The Department of Finance is responsible for advice to the federal government on the economic and financial affairs of Canada. It oversees all government initiatives affecting the economy and monitors external factors that may bear on domestic economic performance. The Department's most visible output is the federal Budget. The Minister of Finance's budget speech reviews the government's accounts and presents fiscal projections for the coming years including expenditures, revenues, tax changes and debt levels. In addition, the Minister is responsible for the management of the Consolidated Revenue Fund.

Legislation

- Bank Act, S.C. 1980-81-82-83, chapter 40
- Bank of Canada Act, R.S.C. 1970, chapter B-2
- Bills of Exchange Act, R.S.C. 1970, chapter B-5
- Bretton Woods & Related Agreements Act, R.S.C. 1970, chapter B-9
- Canada Deposit Insurance Corporation Act, R.S.C. 1970, chapter C-3
- Canada Mortgage and Housing Corporation Act, R.S.C. 1970, chapter C-16
- Canada Pension Plan, R.S.C. 1970, chapter C-5
- Canadian National Railways Refunding Act, S.C. 1955, chapter 31
- Canadian Payments Association Act, S.C. 1980, chapter 40
- Currency Act, R.S.C. 1970, chapter 39
- Customs Excise Offshore Application Act, S.C. 1984, chapter 17
- Customs Tariff, R.S.C. 1970, chapter B-41
- Diplomatic Service (Special) Superannuation Act, R.S.C. 1970, chapter D-5
- Federal-Provincial Fiscal Arrangements and Federal Post-Secondary Education and Health Contributions Act, S.C. 1976-77, c. 10
- Financial Administration Act, R.S.C. 1970, chapter F-10
- Garnishment Attachment and Pension Diversion Act, S.C. 1980-81-82-83, chapter 100
- Income Tax Conventions Interpretation Act, S.C. 1984, chapter 48
- Insurance Companies Canadian and British Act, R.S.C. 1970, chapter I-15
- Insurance Companies Foreign Act, R.S.C. 1970, chapter I-16
- Interest Act, R.S.C. 1970, chapter I-18
- International Development (Financial Institutions) Assistance Act, S.C. 1980-81-82-83, chapter I-18
- Investment Companies Act, S.C. 1970-71-72, chapter 33
- Loan Companies Act, R.S.C. 1970, chapter L-12
- Members of Parliament Retiring Allowances Act, R.S.C. 1970, chapter M-10
- Newfoundland Additional Finance Assistance Act, R.S.C. 1970, chapter N-20
- Office of the Superintendent of Financial Institutions Act, S.C.1987, chapter 23
- Pension Benefits Standards Act, R.S.C. 1970, chapter P-8
- Prairie Grain Loans Act, S.C. 1960, chapter 1
- Prince Edward Island Subsidy Act, S.C. 1926-27, chapter 76
- Provincial Subsidies Act, R.S.C. 1970, chapter P-26
- Public Service Superannuation Act, R.S.C. 1970, chapter P-36
- Quebec Savings Banks Act, R.S.C. 1970, chapter B-4
- Residential Mortgage Financing Act, S.C. 1973, chapter 49
- Small Businesses Loans Act, R.S.C., chapter S-11
- Special Import Measures Act, S.C. 1983-84, chapter 25
- Tariff Board Act, R.S.C. 1970, chapter T-1
- Trust Companies Act, R.S.C. 1970, chapter T-6
- Winding-up Act, R.S.C. 1970, chapter W-10

Organizational Units and their Role

Access to Information and Privacy Division

This division is responsible for administering the *Access to Information Act* and the *Privacy Act* for the Department. It processes requests submitted under the legislation, handles complaints lodged with the Information and Privacy Commissioners and responds to informal enquiries. The Division also provides advice and guidance to departmental officials on matters which implicate the legislation.

Consultations and Communications Branch

This branch is responsible for maintaining a comprehensive communications and consultations program for the Department. The **Consultations Division** is responsible for developing a long-term approach to the consultative process so that consultations with the private sector are a permanent feature of economic policy development. The **Communications Policy and Strategy Division**'s role is to research and write major ministerial speeches, prepare departmental communications plans and strategies for economic initiatives, and monitor and analyze media coverage of economic affairs. The **Information Services and Media Relations Division**'s program includes the preparation of announcements and departmental publications. The Division also carries out media and public relations programs. The **Visits and Conferences Division** provides co-ordinating expertise and service for the Department in the areas of official conferences and meetings.

Fiscal Policy and Economic Analysis Branch

This branch analyzes and appraises all factors affecting Canada's economic and financial situation and recommends measures to meet the requirements of appropriate fiscal policies. It also analyzes and forecasts the financial requirements of the government of Canada. The **Fiscal Policy Division** advises on all aspects of fiscal policy and analyzes its current and forecasted effects on the economy. The **Special Projects and Policy Analysis Division** undertakes research to assist in the development of economic projections and policy initiatives. The **Economic Forecasting and Analysis Division** keeps the developing economic situation under review by analyzing economic developments and preparing forecasts of such economic structures as production, employment, national income, consumption, the balance of payments, capital spending and changes in the price level.

Financial Sector Policy Branch

This branch provides policy analysis and advice with respect to the financial sector. The **Financial Institutions and Markets Division** analyzes and develops policies respecting the functioning and regulation of Canadian financial institutions and markets. The **Debt Management Division** provides policy analysis and recommendations with respect to the management of the federal government's borrowing program, the public debt and debt issues in both domestic and foreign markets. The **Financial Analysis Division** provides analysis of monetary policy and its interaction with fiscal policy, as well as analysis and advice on the exchange rate, international reserves and balance of payments matters.

Federal-Provincial Relations and Social Policy Branch

This branch is responsible for providing policy advice on federal-provincial fiscal arrangements and social policy programs. The **Federal-Provincial Relations Division** provides advice and develops, in consultation with the provinces, legislation respecting fiscal arrangements, including revenue sharing, conditional and unconditional transfers to provincial governments, and financial and tax harmonization. The **Social Policy Division** advises on the development of the federal government's social policies as well as on specific proposals in the major functional areas of labour market, income security and socio-economic programs.

Economic Development Policy Branch

The major role of this branch is to develop policies and programs for Canada's natural resources and other sectors such as industry, regional economic development and transportation. The **Energy and Resource Policy Division** examines and evaluates proposals made by other government departments on energy and resource related policies including nuclear and hydro-electric energy, renewable energy, oil and gas, minerals, northern development and environment. The **Economic Development Division** provides advice on program and policy formulation of other departments in the areas of industrial and regional development and all non-energy related sectors. The **Crown Corporations Directorate,** which is co-managed by the Treasury Board Secretariat, provides a focal point for the government's relations with Crown corporations by advising on the financial requirements of Crown corporations and their subsidiaries for the development of policy and legislation.

International Trade and Finance Branch

This branch has the responsibility for international trade, investment and economic co-operation; the Canadian customs tariff and other legislation governing imports; the international monetary system, defence programs, international development assistance and export financing. The **International Economic Relations Division** assists in the development of Canada's policies on international trade by monitoring and evaluating the international trading environment. The **International Finance and Development Division** is responsible for all aspects of international monetary and financial issues, as well as defence issues. The **Tariffs Division** investigates and conducts economic assessments on proposals for amendments to the customs tariff and related matters.

Tax Policy and Legislation Branch

This branch undertakes analysis of and makes recommendations on tax policy issues and prepares appropriate legislation for passage through Parliament. The **Tax Policy — Legislation Division** provides advice on income tax related issues applicable to persons, corporate entities and tax-exempt entities. The **Personal Tax Analysis Division** carries out economic and quantitative analysis of the personal income tax and other tax matters that have a bearing on the social policy objectives of the government. The **Sales and Excise Tax Division** analyzes and develops federal sales and excise tax policy. The **Business and Resource Tax Analysis Division** undertakes economic and quantitative analysis of tax policy issues in the areas of corporate, business and resource sector taxation. The **Tax Measures Evaluation Division** evaluates selected tax incentives.

Administration Branch

The role of this branch is to assist the Secretary of the Treasury Board, the Comptroller General, the Deputy Minister of Finance and the Deputy Minister of Privatization and Regulatory Affairs in the internal administration of their organizations and to provide financial, personnel, administrative and management advice to branches and divisions. The Branch consists of five divisions: Administrative Services, Financial Services, Personnel, Security Services and Systems.

Additional Information

Requests for further information about the Department of Finance and its programs and functions may be directed to:

Information Services
Department of Finance
140 O'Connor Street
Ottawa, Ontario
K1A 0G5
(613) 992-1574

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Department of Finance
L'Esplanade Laurier
East Tower, 21st Floor
140 O'Connor Street
Ottawa, Ontario
K1A 0G5
(613) 992-6921

Reading Room

Pursuant to section 71 of the *Access to Information Act*, the designated departmental reading room is located in the Access and Privacy Division on the 21st floor, East Tower of L'Esplanade Laurier, 140 O'Connor Street, Ottawa, Ontario, where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public.

Classes of Records

FIN/AIP-010
Information Collection Policy Administration (New)
Description: Records relating to the administration of the Treasury Board policy on information collection and departmental procedures for administration of the policy.

FIN/AIP-015
Information Collection Review Files (New)
Description: Records on proposed departmental information collections, including collection notices, plans, notices of approval and registration and related correspondence.

FIN/FPD-055
Fiscal Forecasting and Budgetary Analysis
Description: Information on federal government expenditure planning, the forecasting of the government's fiscal position, the fiscal implications of the federal budget and the government's main estimates drawn up in conjunction with the Treasury Board of Canada. *Topics:* Budgets; expenditures and estimates; fiscal forecasts; revenues and taxes.

FIN/FPD-060
Provincial and Local Government Forecasting and Analysis
Description: Information on the ongoing fiscal situation and prospects of the provinces and their local governments. *Topics:* Federal transfers to provinces; fiscal forecasts; inter-governmental fiscal relations; provincial and local fiscal situation and outlook.

FIN/FPD-065
Policy Analysis
Description: Information on economic impact studies of potential fiscal measures and the preparation of macroeconomic policy recommendations. *Topics:* Fiscal policy; policy simulation; cyclically adjusted budget balances; international fiscal comparisons; econometric models; macroeconomic theory and policy.

FIN/FPD-075
National Commission on Inflation
Description: Information on the operations of the Commission, established in 1979. It includes the remaining files and material previously held by the Commission. *Topics:* Complaints; consumer bulletins; enquiries; food price index; monitoring.

FIN/SPA-080
Special Projects and Policy Analysis
Description: General information on the work of the division; forecasts and studies for the Department of Finance. *Topics:* Budgets; national unity; provincial programs; equalization; medium-term projections — assumptions; productivity; investment and savings; inflation; wages; population; labour force; unemployment; balance of payments; aviation — long-range patrol aircraft; committees; conferences and meetings; demography; economy; post-secondary education; macro models; CANDIDE; RDX2; Statistics Canada — Institute for Policy Analysis; manpower and social development; monetary.

FIN/SPA-085
Energy
Description: Forecasts and studies on the effects of policies, programs and initiatives in the energy sector of the economy and material gathered during their preparation. *Topics:* Financing; assumptions; investments; strategies; prices — world and domestic; pipelines; supply and demand; petroleum incentive payments; Atomic Energy of Canada Limited.

FIN/EAD-110
Economic Analysis
Description: General information on analyses of past, present and future economic conditions in Canada. *Topics:* Associations, outside agencies; committees; budgets; conferences; private sector newsletters; fiscal and monetary policies; federal-provincial considerations; seminars.

FIN/EAD-115
United States Analysis Section
Description: Information on economic developments in the United States and their likely impact on Canadian trade and other important economic variables. *Topics:* Econometric models; private sector forecasts; business cycle analyses; model simulations and forecasts of Canadian trade and economic conditions in the United States.

FIN/EAD-120
Macro-Analysis Section
Description: Information and analysis of past and present economic conditions in Canada and forecasting of short- and medium-term quarterly performances of the Canadian economy. *Topics:* Consumer price index, inflation; economic assessment and review; government and foreign sectors; consumer credit; econometric models; model simulations; private sector forecasts; personal expenditures; business investments; housing; labour market; prices; costs and productivity; general economic conditions; national accounts; economic assessment and review; business cycles.

FIN/EAD-125
Regional and Sectoral Analysis
Description: Information on studies and analyses of past, present and future developments in specific sectors of the national economy and in provinces or regions of Canada. *Topics:* Federal-provincial relations; regional and sectoral analysis — provinces, regions, industries and sectors; labour market developments.

FIN/EAD-130
Economic Forecasting
Description: Information on the forecasting of the short-term quarterly performance of the Canadian economy. *Topics:* Econometric models; private sector forecasts; national accounts forecasts; personal expenditures; business investment; housing; foreign trade; labour market; prices; quarterly forecast model simulations and business cycles.

FIN/EAD-135
Macroeconomic Model Development
Description: Information on macroeconomic model development. *Topics:* Econometric modelling; consumption models; investment models; inventory models; trade models; balance of payment models; exchange rate models; expectations models; comparative models.

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FIN/EAD-140

Data Processing and EDP

Description: Information on computer hardware and software systems in the Department, and technical aspects of computer systems development and model specifications. *Topics:* Computers, systems development; data processing; graphics; model development; operations.

FIN/FIM-145

Capital Markets

Description: General information on the federal government's involvement in capital markets. *Topics:* Capital markets; the *Interest Act;* financial markets — equity markets; small loans.

FIN/FIM-147

Financial Institutions and Markets

Description: General information on the financial institutions and markets. *Topics:* Accounts with banks, foreign banks; public accounts; receipt and deposit of public monies; special purpose money.

FIN/FIM-150

Financial Institutions

Description: General information on Canadian financial institutions such as banks, trust companies, investment companies and insurance companies, as well as the development of policies on these institutions and the revision of Acts related to them. *Topics:* Chartered banks; the *Bank Act;* co-operative credit associations; insurance companies — legislation; investment dealers; mortgage corporations; sales, finance and consumer loan companies; trust and loan companies; pension funds; Royal Commission on Banking and Finance (Porter Commission); financial services of the Federal Business Development Bank; *Interest Act;* Estey Commission; signing authorities; cheques — procedures; trusts, legacies and estates; deposit insurance — Canada Deposit Insurance Corporation.

FIN/FIM-155

Bank of Canada

Description: Information on the administration, policies and programs of the Bank of Canada. *Topics:* Currency; director and officer appointments; financial matters; returns to the Minister of Finance.

FIN/FIM-160

Financial Markets

Description: Information on financial markets in Canada. *Topics:* Financial markets; personal sector; mortgage market; corporate sector; monetary policy.

FIN/DMD-165

Bonds and Securities

Description: Information on the development of policies on the issue and cancellation of government bonds and securities and the sale of Government of Canada bonds and treasury bills. *Topics:* Bonds; cancellation of securities; Government of Canada bonds; perpetual bonds 3% — 1936; securities deposit matters; treasury bills; wartime loans and bonds. *Retrievability:* Information on specific Government of Canada bonds is filed by date of issue.

FIN/DMD-170

Canada Savings Bonds

Description: General information on the development of policies on the sale and redemption of Canada Savings Bonds and specific issues related to Canada Savings Bonds. *Topics:* Advertising; series; legal matters and claims.

FIN/DMD-171

Debt Management

Description: Information on the development of policies relating to the management of the public debt. *Topics:* Financial operations; government contracts and procurement; policy; *Interest Act*; Canadian Dollar Interest Rate Swap program; Consolidated Revenue Fund loans; loan guarantee programs; Crown corporation — borrowing, major borrowers.

FIN/DMD-175

Financing Abroad

Description: Information on the borrowing of money in other countries by the federal, provincial and municipal governments and by Canadian corporations. *Topics:* Government financing in Japan, the United States, Germany, and Switzerland; provincial, municipal and corporate direct and guaranteed financing bond issues — domestic and foreign.

FIN/FAD-180

Balance of Payments

Description: Information on Canada's balance of payments. *Topics:* Reports; policies; capital flows, forecasts; United States.

FIN/FAD-185

Official International Reserves and Exchange Rates

Description: Information on official reserves, the external value of the Canadian dollar and associated policies. *Topics:* The *Currency Act;* Official International Reserves; Exchange Fund Account; gold; Canadian dollar — analysis reports; international financial and exchange markets.

FIN/FAD-190

Financial Developments

Description: General information on financial developments in Canada. *Topics:* Financial markets — Canada; interest rates — analysis and forecasts.

FIN/FAD-195

Financial Modelling

Description: Subject headings related to the various aspects of financial modelling and policy analysis on the economies of Canada and the United States. In particular, these include data and material on macro policies, domestic and international financial flows, and financial models and forecasts for the two economies. *Topics:* Interest rates; money demand; general research.

FIN/FPR-200

Federal-Provincial Relations

Description: General information on federal-provincial relations and topics not covered in specific classes of records. *Topics:* Royal Canadian Mounted Police; provincial revenue stabilization; official languages; the Constitution of Canada — committees; intergovernmental liaison for fiscal and economic matters; national unity; implementation of the multicultural policy; Subcommittee on Joint Programs; conditional grants and shared costs programs; expenditure reductions of 1978; Halifax Relief Commission; Northwest Territories and Yukon — financial matters; offshore mineral rights; miscellaneous provincial matters; succession duties and gift tax.

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FIN/FPR-205
Fiscal Arrangements
Description: Information on the development leading up to fiscal arrangements for programs such as revenue guarantee, tax rental agreements, equalization, established program financing and tax collection agreements between the federal and provincial governments; the fiscal arrangements and the tax collection agreements themselves; and the subsequent administrative duties. *Topics:* The 1947 Tax Rental Agreements; 1952 Tax Rental Agreements; 1957 Tax Sharing Agreements; 1962 Equalization and Tax Collection Agreements; revenue guarantees; 1967 Equalization and Tax Collection Agreements; 1972 Equalization and Tax Collection Agreements; 1977 Equalization and Tax Collection Agreements and Established Program Financing arrangements; 1982 Equalization and Tax Collection Agreements and Established Program Financing arrangements.

FIN/FPR-210
Equalization
Description: Information on the development and implementation of formulae for the equalization of provincial revenues. *Topics:* Formulae (1967-72); Formulae (1972-77); Formulae (1977-82); Atlantic Provinces Adjustment Grants.

FIN/FPR-215
Established Programs
Description: Information on certain aspects of established programs such as Quebec Youth Allowances, contracting-out and others. Information on the main components of these programs, namely medical, hospital insurance and post-secondary education, is to be found under other classes. *Topics:* Quebec; financing.

FIN/FPR-220
Education
Description: Information on federal-provincial shared-cost programs for post-secondary education. *Topics:* Post-secondary — associations, financial assistance and grants, fiscal transfers, studies; student aid.

FIN/FPR-230
Unconditional Grants and Transfers
Description: Information on grants and transfers of funds without conditions from the federal to the provincial governments. *Topics:* Confederation debt payments; *Public Utilities Income Tax Transfer Act*.

FIN/FPR-235
Conferences, Committees and Meetings
Description: Information, such as agendas, briefing material, background papers, summary notes of discussions and statements on conferences, committees and meetings pertaining to federal-provincial relations. *Topics:* Continuing Committee on Fiscal and Economic Matters; Continuing Committee subcommittees — economic and financial data, income tax allocation formula, inter-governmental taxation, equalization, fiscal arrangements; First Ministers; health; interprovincial; ministers of finance and provincial treasurers; welfare.

FIN/FPR-245
Federal-Municipal Relations
Description: Information on relations between the federal government and municipal authorities. *Topics:* Grants in lieu of real estate taxes; National Capital Region; Municipal Development and Loan Board; Municipal Improvement Assistance.

FIN/FPR-270
Regional Allocation
Description: Information on the allocation of funds for certain projects in various regions of Canada, including proposals for federal-municipal equalization and contributions under such programs as the Community Services Contributions Program. *Topics:* Public finance.

FIN/FPR-280
Taxation
Description: Information on federal-provincial taxation issues, including mechanisms by which the federal government pays its portion of provincial taxes. *Topics:* Corporate income tax; oil and gas; sales tax; federal income tax initiatives; reports.

FIN/FPR-285
Inter-governmental Taxation
Description: Information on the taxation of one level of government by another and the payments of grants in lieu of taxes. *Topics:* Reciprocal taxation agreements with provinces regarding commodity taxes and motor vehicle registration fees; conferences, committees, meetings, and correspondence.

FIN/SPD-290
Social Policy
Description: General information on the development of social policies. *Topics:* General social research and policy.

FIN/SPD-296
Income Security
Description: Information on the development of policies relating to income security programs. *Topics:* Canada Assistance Plan (CAP); child benefits; elderly benefits; government annuities programs; pensions — *Canada Pension Plan* (CPP) — benefits, financing, *Pension Benefits Standards Act* (PBSA), public service pension; Task Force on Retirement Income Policy, tax issues; Tax Transfer Integration Task Force; veterans.

FIN/SPD-301
Labour Markets
Description: Information on policies and programs relating to the labour market. *Topics:* Canada Employment and Immigration Commission — immigration, job creation and training programs, unemployment insurance program, financing, Department of Labour; industrial relations; labour adjustment; labour costs; status of women; youth program.

FIN/SPD-306
Socio-economic Development
Description: Information on the development of policies relating to socio-economic programs. *Topics:* Communications and culture; disability; education — post-secondary education, students; environment; granting councils; health — Health and Welfare Canada; housing — Canada Mortgage and Housing Corporation, corporate finance, mortgage insurance, mortgage market, programs; justice — acts and regulations; multiculturalism; native programs and activites — claims and master agreements, financial; official languages; Solicitor General; sports/fitness.

FIN/ERP-390
Electrical Power
Description: Information on the development of policies on hydroelectrical power, electricity trade and specific projects. *Topics:* Lower Churchill Development Corporation; projects.

FIN/ERP-395
Nuclear Power
Description: General information on electrical power generated by nuclear means: includes the *Atomic Energy Control Act* and Board, the Atomic Energy Advisory Panel, liability in case of accidents, building of nuclear reactors in Canada, sale of nuclear reactors and heavy water plants to foreign countries, production and sale of heavy water in Canada and construction of plants to produce heavy water in Canada. *Topics:* Atomic Energy Advisory Panel; domestic projects; liability; non-proliferation and safeguards; heavy water; plants; foreign relations; research and development programs; non-petroleum group.

FIN/ERP-400
Conservation and Renewable Energy
Description: Information on policy initiatives and programs in the field of renewable energy and conservation. *Topics:* Conservation programs; renewable energy programs.

FIN/ERP-405
Environment
Description: General information on the environment, including conferences, committees, material originating with Environment Canada, and all forms of air, industrial and water pollution; designation of sites as historically important, including documents on specific sites and on Heritage Canada; designation and administration of national parks; water as a Canadian resource; international negotiations and agreements between Canada and the United States on water resources; flood prevention measures; ocean resource management; and specific projects, committees and studies dealing with water management in all regions of Canada. *Topics:* Environment Canada—committees; historic sites; national parks; industrial pollution; research programs; water — international, International Joint Commission, pollution, national, regional, Prairies.

FIN/ERP-410
Minerals
Description: General information on mining and the production and marketing of minerals, including reviews, associations, missions to other countries, federal and provincial legislation, specific minerals, the sale of gold to the Royal Canadian Mint and agreements on the sale of uranium to foreign countries. *Topics:* Legislation; coal; commodities; companies; gold; policy review; task forces; uranium — legislation, production and sales; fiscal tax issues.

FIN/ERP-415
Northern Development
Description: General information on all aspects of development in the Northwest and Yukon Territories and the extreme northern parts of provinces, including committees, native land claims, programs for Indians and Inuit and the establishment and maintenance of transportation systems. *Topics:* Advisory Committee; Inuit and Indians; financial support; resources; land claims issues; minerals; oil and gas; senior policy committee on northern resources development projects; transportation — railways, roads.

FIN/ERP-420
Oil and Gas
Description: Information on oil and gas policy, including initiatives and legislation, federal-provincial negotiations, particular energy projects (e.g., tar sands plants, pipelines) and proceedings of intergovernmental and interdepartmental committees. *Topics:* Natural gas; Arctic Islands liquified natural gas; Canada lands; exports; heavy oil and tar sands; imports; industry; legislation; Petro-Canada; sector and policy; taxation issues; pipelines; Deputy Ministers' Committee, gas; substitution programs; Task Force on Northern Oil Development.

FIN/ERP-425
Energy Resources Policy
Description: General information of the energy and resources policies of the federal government. *Topics:* Canada/United States relations; conferences, committees and meetings; relations with provinces; research and technology.

FIN/EDD-430
Economic Development
Description: General information on the development of sectors of the economy, including material on meetings of the Board of Economic Development Ministers. *Topics:* Board of Economic Development Ministers; computer communications; economic councils; regulatory policies; forestry — industrial development, forest products.

FIN/EDD-432
Policy and Co-ordination
Description: General information on policy development and financial resource management issues related to the operations of the Cabinet Committee on Economic and Regional Development (CCERD). *Topics:* Cabinet Committee on Economic and Regional Development; ecomomic and regional development envelope.

FIN/EDD-435
Industrial Development
Description: Information on government policies and programs to promote industrial development and related issues, including government procurement of goods and services. *Topics:* Companies; government procurement; major projects; programs; sectors — aerospace (Canadair, deHavilland Aircraft of Canada Limited), automotive, shipbuilding; small business; technological innovation.

FIN/EDD-450
Regional Development
Description: Information on policies and programs to promote the development of the economies of Canada's regions, and on issues related to such measures. *Topics:* Economic and regional development and general development agreements; programs; regions — Atlantic (New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island), Northern, Ontario, Quebec, Western (Alberta, British Columbia, Manitoba, Saskatchewan).

FIN/EDD-460
Science and Technology
Description: Information on the development of policies on scientific and technological innovation activities in Canada and the federal government's programs for encouraging these activities. *Topics:* Granting councils and related programs; space program; technological innovation and related programs.

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FIN/EDD-465
Telecommunications
Description: Information on the development of policies on telecommunications, including radio and television, cablevision, licences, satellites and cellular phone services. *Topics:* Industry, radio and television; regulations and services; satellites.

FIN/EDD-470
Transportation
Description: Information on the development of policies on air, surface and marine transportation systems in Canada. *Topics:* Air mode — airports; National Transoprtation Agency; civil aviation; harbours and ports; highways and roads; highways and bridges; marine mode; motor vehicle; rail mode; shipping; urban.

FIN/EDD-480
Agriculture
Description: General information on the development of agricultural policies in Canada and the allocation of federal financial resources through certain programs. *Topics:* Dairy; financial situation of farms; federal-provincial and regional issues; general farm lobbies; grains and oilseeds — Canadian Wheat Board, *Western Grain Stabilization Act;* horticulture and special crops; international issues; marketing; poultry and eggs; red meat; resource base issues; spending levels and budget cuts; stabilization and support; food policy.

FIN/ERP-495
Fisheries
Description: Information on the development of policies on the fishing industry in Canada, including the development of the industry, the marketing in Canada and abroad of fish products, the stabilization of fishermen's revenues, production, cost of production and price of fish products, and Canadian and international acts and legislation. *Topics:* Department of Fisheries and Oceans; policy and programs — Atlantic, Pacific; regulations; relations; resources and industry; subsidy and support programs; tax and fiscal policy issues.

FIN/EDD-520
Corporate Analysis
Description: Information on issues affecting the corporate sector and industrial corporations in Canada, including institutional issues and policies, and economic and financial issues. *Topics:* Economic issues; financial issues; industrial corporations.

FIN/CCD-535
Crown Corporations and Agencies
Description: Information on the general administration, organization, programs, projects and financial management (budgets, estimates, financing of Crown corporations and agencies). *Topics:* Estimates; meetings; programs; administration — corporate plans, capital and operating budgets, annual reports, quarterly reports to Parliament.

FIN/IER-550
International Economic Relations
Description: General information on the conduct of international trade. *Topics:* Interdepartmental Committee on External Relations; international conferences, conventions and meetings; international fairs and exhibitions; bilateral trade and economic committees, conferences and meetings; industrial co-operation with Canada; economic sanctions; visits and tours; Ad Hoc Inter-departmental Committee on United States Economic Measures.

FIN/IER-555
Foreign Ownership and Control in the Canadian Economy
Description: Information on the extent of foreign ownership and control in sectors of the Canadian economy and the development of policies in this area. *Topics:* Foreign ownership and control of the Canadian economy — industries; international policies.

FIN/IER-560
International Organizations
Description: Information on the administration, operations and policies of international organizations dealing with international economic relations. *Topics:* United Nations Commission on International Trade Law; European Communities; Eurotom; European Free Trade Area; European Coal and Steel Community; European Economic Community; common markets; free trade areas; Community of Three; North Atlantic Free Trade Area; Organization for Economic Co-operation and Development (OECD) — administrative matters, financial matters, Financial Support Fund, general policy matters, committees and agencies; North Atlantic Treaty Organization (NATO) — agreements, conferences and meetings, committees, defence expenditures, international competitive bidding, Group of Fourteen, financing, civil and military budgets, International Board of Auditors.

FIN/IER-565
Agreements
Description: Information on the negotiations and the development of policies on international agreements between Canada and other countries, and between other countries. *Topics:* Automotive agreement; cultural, defence, space research, air, shipping and miscellaneous agreements with other countries; miscellaneous agreements between other countries.

FIN/IER-570
General Agreement on Tariffs and Trade (GATT)
Description: Information on the development of policies, negotiations, decisions, reports, meetings on the General Agreement on Tariffs and Trade (GATT). *Topics:* Articles of Agreement; GATT and United Nations Conference on Trade and Development (UNCTAD) Centre; administration; committees and conferences; Kennedy Round — 1963; Tokyo Round of Multilateral Trade Negotiations — 1973; Multilateral Trade Negotiations II (Uruguay).

FIN/IER-575
International Trade
Description: General information on the conduct of trade between Canada and other countries. *Topics:* Trade of other countries; trade reports on other countries; trade with other countries; trade with individual countries.

FIN/IER-580
Canada-United States — Oil and Gas
Description: Information on the development of policies on the importation and exportation of oil and gas between Canada and the United States. *Topics:* Petroleum leasing; mandatory oil import; West Coast Environmental Protection Agreement; strategic oil storage; Pipeline Treaty.

FIN/IER-585
International Energy Matters
Description: Information on the development of policies on international relations, projects and organizations dealing with

energy. *Topics:* International energy conferences; International Energy Agency (IEA); Organization of Petroleum Exporting Countries (OPEC).

FIN/IER-590
Special Import Measures
Description: Information on the importation of goods at less than their market value, or which may cause serious injury to domestic procedures. *Topics:* International anti-dumping; international countervailing duties; *Special Import Measures Act;* emergency surtaxes; Canadian International Trade Tribunal; commodities; Canadian countervailing duties; low-cost imports; quota consultations; commodities — textiles, by country.

FIN/IER-595
Other Import Measures
Description: Other information on the importation of goods into Canada, including information on the preferential treatment accorded to some countries, specific commodities, customs tariffs and duties and the government agencies which administer these tariffs and duties. *Topics:* International Commodity Group; Canadian customs; Canadian customs tariff; tariff board; generalized system of preferences — country files.

FIN/IFD-600
International Monetary Fund (IMF)
Description: Information on the administration, operation and policies of the International Monetary Fund and Canada's participation in it. *Topics:* Bretton Woods Institutions — annual meetings; policy; administration; directors; financial operations (including the Enhanced Structural Adjustment Facility); facilities of the IMF; gold; quotas; special drawing rights; interim committee; Group of Ten; international liquidity; publications and reports; relations with Canada and other countries.

FIN/IFD-605
International Economic and Financial Relations
Description: General information on international economic and financial relations, including conferences and meetings. *Topics:* Financial relations with other countries; economic summits; Bank for International Settlements; units of accounts.

FIN/IFD-610
Economic, Political and Statistical Reports
Description: Information on international economic and other activity, and miscellaneous financial information. *Topics:* Japan; United Kingdom; United States; statistical information; other countries.

FIN/IFD-615
International Programs
Description: General information on programs and events in other countries. *Topics:* Allocation strategy — multi-lateral debt rescheduling; Paris Club.

FIN/IFD-618
Defence Programs (New)
Description: Information on the Canadian government's defence policies and programs. *Topics:* Defence budget and funding arrangements; defence budget and funding practices in other countries; defence agreements with other countries; procurement; international competitive bidding; North Atlantic Treaty Organization (NATO) — agreements, conferences and meetings, committees, defence expenditures, Group of Fourteen, financing, civil and military budgets.

FIN/IFD-620
Canadian Development Assistance
Description: General information on the financial programs and other developmental assistance given to foreign countries by Canada and the federal government agencies that administer these programs. *Topics:* Bilateral and multilateral allocations; Canadian International Development Agency (CIDA); Canadian International Development Board; committees; conferences and meetings; energy crisis and aid; financing; private sector; reviews.

FIN/IFD-625
Canadian Development Assistance Programs
Description: Information on the Canadian government's programs of developmental assistance to specific foreign countries. *Topics:* Africa — Commonwealth, francophone; Caribbean; export market development; Latin America; Middle East; South and Southeast Asia — Association of Southeast Asian Nations — India — Pakistan, projects.

FIN/IFD-630
British Commonwealth Relations
Description: Information on the administration, programs and policies of the British Commonwealth and its organizations and the Canadian government's position on these policies and programs. *Topics:* Commonwealth; committees; developmental assistance; Commonwealth Fund for Technical Co-operation; meetings and conferences of Commonwealth officials; meetings — heads of government, ministers, finance, food production and rural development, trade and economic; Commonwealth organizations; Commonwealth Secretariat — administration, committees, education, education liaison, finance; Commonwealth Telecommunications Council — world development.

FIN/IFD-633
Francophone Relations (New)
Description: Information on meetings held inside and outside Canada. *Topics:* Meetings.

FIN/IFD-635
Export Finance Programs
Description: Information on the administration, policies and programs of the Export Development Corporation, set up by the federal government to facilitate and develop trade between Canada and other countries. *Topics:* Export Development Corporation; board of directors; committee of directors; countries; long-term export financing and financing projects; insurance and investment; Nuclear Power Projects Committee; postwar loans and guarantees — countries, China; practices of other export credit institutions.

FIN/IFD-640
International Financial Institutions
Description: General information on the administration, policies and programs of international financial institutions and the Canadian government's position on their policies and programs. *Topics:* International Centre for Settlement of Investment Disputes (ICSID); multilateral projects.

FIN/IFD-645
International Financial Institutions — Individual Institutions
Description: Information on the administration, policies and programs of individual institutions and the Canadian government's position on these policies and programs. *Topics:* African Development Bank (AFDB); African Development Fund (AFDF); Asian Development Bank (ASDB); Asian Development Fund (ASDF); Caribbean Development Bank (CDB); Inter-American Development Bank (IDB); International Bank for Reconstruction and Development (IBRD); International Development Association (IDA); International Finance Corporation (IFC).

FIN/IFD-650
International Organizations
Description: Information on the policies, programs and reports on the activities of international organizations and the Canadian government's position on their policies, programs and reports. *Topics:* Intelligence reports — Africa, Caribbean and Latin America, Eastern Europe and Union of Soviet Socialist Republics, Middle East, non-Communist Europe, Southern Asia, Southeast Asia; International satellite communications; Organization of American States (OAS) — conferences and meetings.

FIN/IFD-655
Military Assistance
Description: Information on the development of policies on the provision of military assistance, including training and material, to foreign countries and the administration of programs to provide this assistance. *Topics:* Programs.

FIN/IFD-660
Multilateral Co-ordination of Aid and Financing
Description: Information on international programs and projects to furnish financial and other help to countries to develop their industries and resources. *Topics:* Development assistance programs — inter-governmental groups, United States of America; Organization for Economic Co-operation and Development (OECD) — Development Assistance Committee (DAC), Development Centre, meetings, private flow, programs, working parties and groups, Export Credits and Credit Guarantees (ECCGs), documents; OECD export credit arrangement.

FIN/IFD-665
United Nations
Description: Information on the administration, policies and programs of the United Nations and the Canadian government's position on these policies and programs. *Topics:* Economic Commissions — Europe, committees; United Nations General Assembly committees — ad hoc, economic and social, Fifth Administrative and Budgetary — sessions; United Nations High Commissioner for Refugees (UNHCR); International Economic Order; Law of the Sea and Ocean Dumping Convention; peacekeeping operations; programs; United Nations Secretariat; Security Council; specialized agencies; financial operations.

FIN/IFD-670
United Nations Agencies
Description: Information on the administration, policies and programs of the agencies of the United Nations and the Canadian government's position on these policies and programs. *Topics:* United Nations Conference on Trade and Development (UNCTAD) — administration, committees and conferences, financial operations; UNCTAD Trade and Development Board — Permanent Committee, sessions, transfer of technology; United Nations Development Programs (UNDP) — administration, financial operations, Governing Council; Economic and Social Council (ECOSOC) — commissions, standing committees, Science and Technology; subsidiary bodies — Trans-national Corporation; United Nations Educational, Scientific and Cultural Organization (UNESCO); United Nations Environmental Program (UNEP) — Governing Council; Food and Agricultural Organization (FAO) — administration, committees, conferences and meetings, Council, financial operations, publications; United Nations Fund; United Nations Fund for Africans; United Nations Fund for Drug Abuse Control (UNFDAC); United Nations Fund for Population Activities (UNFPA); United Nations Industrial Development Organization (UNIDO) — administration, conferences and meetings, Industrial Development Board; Inter-governmental Maritime Consultative Organization (IMCO) — administration, committees; International Atomic Energy Agency (IAEA) — administration, conferences and meetings, financial operations, nuclear power; United Nations International Children's Emergency Fund (UNICEF); International Civil Aviation Organization (ICAO); International Fund for Agricultural Development (IFAD); International Labour Organization (ILO) — administration, conferences, financial operations, governing body, programs; International Telecommunications Union (ITU); Pan-American Health Organization (PAHO); United Nations Relief and Works Administration (UNRWA); Universal Postal Union (UPU); World Food Program (WFP) — committees; World Health Organization (WHO) — administration, financial operations; World Health Assembly; World Meteorological Organization (WMO) — administration; World Tourism Organization (WTO) — transformation.

FIN/TAR-675
Tariffs
Description: General information on the development of policies on customs tariffs and trade, including acts, legislation and agreements. *Topics:* Bilateral trade agreements; surtaxes and drawbacks; preferences for developing countries; budgets; Canadian Trade and Tariff Committee (CTTC); Tariff Board; Canadian International Trade Tribunal.

FIN/TAR-690
General Agreement on Tariffs and Trade (GATT)
Description: Information on the preparation of detailed positions on tariff matters, customs valuation and the conduct of negotiations on multilateral and bilateral trade issues under the GATT. *Topics:* Multilateral and bilateral trade negotiations; consolidations of, and rectifications and modifications to, Canada's GATT schedule on tariff bindings.

FIN/TAR-700
Tariff Items
Description: Information such as representations from industry for specific changes in rates of duty for individual tariff items or classes of items; information on the harmonized systems conversion.

FIN/TPL-705
Tax Policy
Description: General information on tax policy and legislation, including reports from Revenue Canada-Taxation, statistics, Royal Commission reports and studies on the subject of taxation; also

information on indexing rates of taxation. *Topics:* Royal Commission on Taxation — briefs and submissions, reports and studies; White Paper on Tax Reform — studies; tax expenditures; personal income tax indexing; inflation indexing; Tax-Based Incomes Policy.

FIN/TPL-710
Budgets
Description: Information on the preparation and tabling of the federal government's budget. *Topics:* Bills; black books; Minister's briefing notes; complaints and enquiries. *Special Access Note:* Specific years should be requested by date and calendar year.

FIN/TPL-715
Income Tax
Description: General information on the *Federal Income Tax Act*, including material dealing with the development of policies, briefs and submissions from companies, groups and associations, and proposals from the public. *Topics:* Assessments, payments and returns; briefs and submissions; capital gains and losses; charities — Review of 1976; deferred and other income arrangements; excess profits tax; office or employment; partnerships; pensions and retirement plans; political contributions; resources — forestry, oil and gas oil sands; trusts — estates and gifts.

FIN/TPL-720
Income Tax on Business and Property
Description: Information on the federal income tax on business and property, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; land and real estate; special cases.

FIN/TPL-725
Non-resident Taxes
Description: Information on the federal income tax on persons, businesses and corporations that are not residents of Canada, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Business and corporations; personal; withholding tax.

FIN/TPL-730
Personal Income Tax
Description: Information on federal personal income taxes, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; education; exemptions; income maintenance; special groups.

FIN/TPL-731
International Taxation
Description: Information on all aspects of international taxation such as tax agreements with other countries and international organizations, taxation matters within other countries, privileges and immunities. *Topics:* Canadian tax agreements with other countries; Canadian tax agreements with the United Kingdom and the United States; international organizations; privileges and immunities within other countries and within the United States; Canada-U.S. comparisons.

FIN/TAC-735
Remissions of Taxes
Description: Information on the remission of estate taxes, corporation income taxes, personal income taxes and all other forms of federal taxes, except sales and excise taxes.

FIN/TAC-740
Commodity Taxes
Description: Information on advice and recommendations for changes, the development of detailed policy proposals and the drafting of amendments to legislation in the area of federal excise and sales taxes as they apply to goods manufactured or produced in Canada or imported into Canada, including proposals from the public or other government departments or agencies. *Topics:* Budgets; Commodity Tax Review Group submissions; compliance and collection; *Excise Act* and *Excise Tax Act;* federal-provincial considerations; international considerations; liability for tax; licensing and registration; studies; valuation of goods; wholesale tax project 1980-83; business transfer tax; marketing and distribution cash measure; motive fuel taxes; telecommunications taxes.

FIN/TAC-745
Federal Sales Tax
Description: Information on the federal sales tax charged on goods and services. *Topics:* Base Federal Sales Tax; clothing and footwear; construction materials and equipment for buildings; coverings and containers; educational, technical, cultural, religious and literary items; energy conservation products; farm and forest products; foodstuffs; fuels and electricity; gasoline and diesel fuel; goods affected by metric conversion; goods enumerated in customs tariff items; goods manufactured in institutions; health goods; marine products and fisheries; municipalities; purchases by manufacturers; sports equipment; transportation and construction equipment.

FIN/TAC-750
Refunds, Credits, Drawbacks and Remissions
Description: Information on the refund and remittance of overpayments of federal excise and sales taxes. *Topics:* Transportation and construction equipment.

FIN/TAC-755
Special Excise Tax
Description: Information on the excise taxes charged on imported goods. *Topics:* Air transportation; alcohol and tobacco products; energy; Oil Export Tax.

FIN/CRT-760
Capital Cost Allowances
Description: Information on the capital cost allowances in the federal income tax system, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Equipment — transportation and construction; resources; Review of 1976.

FIN/CRT-765
Taxes on Corporations and Shareholders
Description: Information on the federal income tax on corporations and shareholders, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; investment income; reorganizations; securities; special rules; white paper on tax reform — 1987.

FIN/TME-770
Tax Measures Evaluation (New)
Description: Information on evaluation of selected tax and tariff measures and on consultations and discussions on the subject of tax expenditures. *Topics:* Committees; conferences, meetings, seminars; publications.

DEPARTMENT OF FINANCE CANADA

FIN/ADM-785
Canadian Pension Plan Investment Fund
Description: Information on the investment of excess monies in the *Canada Pension Plan* as provided by the *Canada Pension Plan Act*. *Topics:* Forecasts of funds available; purchase of securities; interest on operating balance; audit confirmations; consolidation of provincial debentures; reports to the Canada Pension Plan Advisory Committee.

FIN/ADM-790
Loans
Description: Information on the authorization and transactions of major loan programs of the Department of Finance and other miscellaneous loans. *Topics:* Authority for loans; repayment schedules and payments received; federal-provincial employment; Municipal Development and Loan Board; special development; Winter Capital Project Fund; foreign countries.

FIN/ADM-795
Public Debt
Description: Information on the authorization of borrowings and transactions related to said borrowings. Borrowings are categorized as Government of Canada marketable bonds, Canada Savings Bonds, treasury bills, Canada Pension Plan Bonds and foreign currency borrowing. *Topics:* Unmatured debt; accrued interest; interest due and outstanding; interest expense; matured debt; redemption of interest and principal; annuities; claims; deposit and trust accounts; marketable bonds; non-marketable bonds; securities investment account.

FIN/ADM-901
Administration
Description: See Standard Classes of Records.

FIN/ADM-902
Acts and Legislation
Description: See Standard Classes of Records.

FIN/ADM-903
Administrative and Management Services
Description: See Standard Classes of Records.

FIN/ADM-904
Co-operation and Liaison
Description: See Standard Classes of Records.

FIN/ADM-905
Buildings and Properties
Description: See Standard Classes of Records.

FIN/ADM-906
Buildings
Description: See Standard Classes of Records.

FIN/ADM-907
Lands
Description: See Standard Classes of Records.

FIN/ADM-908
Utilities
Description: See Standard Classes of Records.

FIN/ADM-909
Equipment and Supplies
Description: See Standard Classes of Records.

FIN/ADM-910
Furniture and Furnishings
Description: See Standard Classes of Records.

FIN/ADM-911
Office Appliances
Description: See Standard Classes of Records.

FIN/ADM-912
Procurement
Description: See Standard Classes of Records.

FIN/ADM-913
Vehicles
Description: See Standard Classes of Records.

FIN/ADM-914
Finance
Description: See Standard Classes of Records.

FIN/ADM-915
Accounts and Accounting
Description: See Standard Classes of Records.

FIN/ADM-916
Audits
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Classification of Positions
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FIN/ADM-920
Employment and Staffing
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Human Resources
Description: See Standard Classes of Records.

FIN/ADM-922
Occupational Health, Safety and Welfare
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FIN/ADM-923
Official Languages
Description: See Standard Classes of Records.

FIN/ADM-924
Pensions and Insurance
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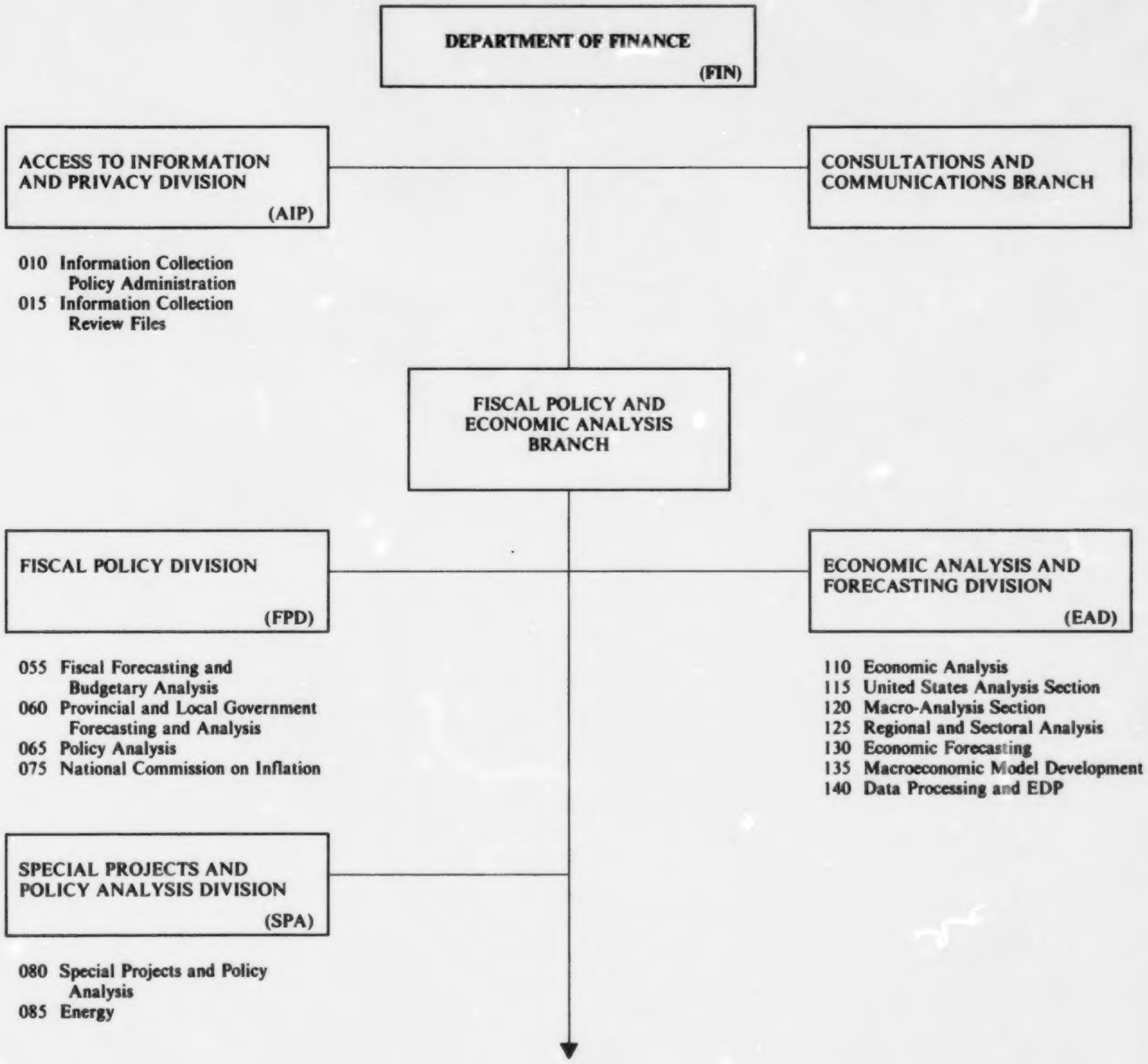
FIN/ADM-925
Salaries and Wages
Description: See Standard Classes of Records.

FIN/ADM-926
Staff Relations
Description: See Standard Classes of Records.

FIN/ADM-927
Training and Development
Description: See Standard Classes of Records.

DEPARTMENT OF FINANCE CANADA


DEPARTMENT OF FINANCE (FIN)
ACCESS TO INFORMATION AND PRIVACY DIVISION (AIP)
CONSULTATIONS AND COMMUNICATIONS BRANCH
FISCAL POLICY AND ECONOMIC ANALYSIS BRANCH
FISCAL POLICY DIVISION (FPD)
ECONOMIC ANALYSIS AND FORECASTING DIVISION (EAD)
SPECIAL PROJECTS AND POLICY ANALYSIS DIVISION (SPA)

010 Information Collection Policy Administration
015 Information Collection Review Files

055 Fiscal Forecasting and Budgetary Analysis
060 Provincial and Local Government Forecasting and Analysis
065 Policy Analysis
075 National Commission on Inflation

110 Economic Analysis
115 United States Analysis Section
120 Macro-Analysis Section
125 Regional and Sectoral Analysis
130 Economic Forecasting
135 Macroeconomic Model Development
140 Data Processing and EDP

080 Special Projects and Policy Analysis
085 Energy

DEPARTMENT OF FINANCE CANADA

FINANCIAL SECTOR POLICY BRANCH

FINANCIAL INSTITUTIONS AND MARKETS DIVISION (FIM)

145 Capital Markets
147 Financial Institutions and Markets
150 Financial Institutions
155 Bank of Canada
160 Financial Markets

FINANCIAL ANALYSIS DIVISION (FAD)

180 Balance of Payments
185 Official International Reserves and Exchange Rates
190 Financial Developments
195 Financial Modelling

DEBT MANAGEMENT (DMD)

165 Bonds and Securities
170 Canada Savings Bonds
171 Debt Management
175 Financing Abroad

FEDERAL-PROVINCIAL RELATIONS AND SOCIAL POLICY BRANCH

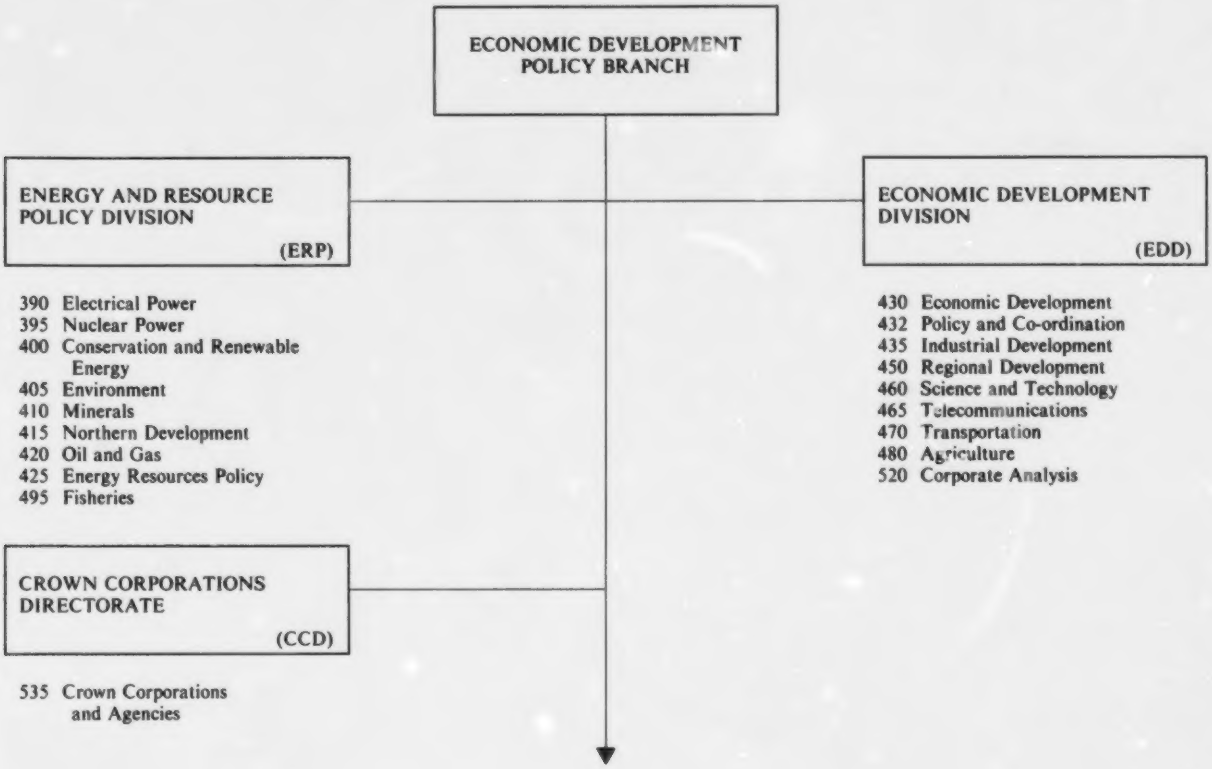
FEDERAL-PROVINCIAL RELATIONS DIVISION (FPR)

200 Federal-Provincial Relations
205 Fiscal Arrangements
210 Equalization
215 Established Programs
220 Education
230 Unconditional Grants and Transfers
235 Conferences, Committees and Meetings
245 Federal-Municipal Relations
270 Regional Allocation
280 Taxation
285 Inter-governmental Taxation

SOCIAL POLICY DIVISION (SPD)

290 Social Policy
296 Income Security
301 Labour Markets
306 Socio-economic Development

DEPARTMENT OF FINANCE CANADA



ECONOMIC DEVELOPMENT POLICY BRANCH

ENERGY AND RESOURCE POLICY DIVISION (ERP)

390 Electrical Power
395 Nuclear Power
400 Conservation and Renewable Energy
405 Environment
410 Minerals
415 Northern Development
420 Oil and Gas
425 Energy Resources Policy
495 Fisheries

ECONOMIC DEVELOPMENT DIVISION (EDD)

430 Economic Development
432 Policy and Co-ordination
435 Industrial Development
450 Regional Development
460 Science and Technology
465 Telecommunications
470 Transportation
480 Agriculture
520 Corporate Analysis

CROWN CORPORATIONS DIRECTORATE (CCD)

535 Crown Corporations and Agencies

DEPARTMENT OF FINANCE CANADA

INTERNATIONAL TRADE AND FINANCE BRANCH

INTERNATIONAL ECONOMIC RELATIONS DIVISION (IER)

550 International Economic Relations
555 Foreign Ownership and Control in the Canadian Economy
560 International Organizations
565 Agreements
570 General Agreement on Tariffs and Trade (GATT)
575 International Trade
580 Canada-United States — Oil and Gas
585 International Energy Matters
590 Special Import Measures
595 Other Import Measures

INTERNATIONAL FINANCE AND DEVELOPMENT DIVISION (IFD)

600 International Monetary Fund
605 International Economic and Financial Relations
610 Economic, Political and Statistical Reports
615 International Programs
618 Defence Programs
620 Canadian Development Assistance
625 Canadian Development Assistance Programs
630 British Commonwealth Relations
633 Francophone Relations
635 Export Finance Programs
640 International Financial Institutions
645 International Financial Institutions — Individual Institutions
650 International Organizations
655 Military Assistance
660 Multilateral Co-ordination of Aid and Financing
665 United Nations
670 United Nations Agencies

TARIFFS DIVISION (TAR)

675 Tariffs
690 General Agreement on Tariffs and Trade (GATT)
700 Tariff Items

TAX POLICY AND LEGISLATION BRANCH

TAX POLICY — LEGISLATION DIVISION (TPL)

705 Tax Policy
710 Budgets
715 Income Tax
720 Income Tax on Business and Property
725 Non-resident Taxes
730 Personal Income Tax
731 International Taxation

SALES AND EXCISE TAX DIVISION (TAC)

735 Remission of Taxes
740 Commodity Taxes
745 Federal Sales Tax
750 Refunds, Credits, Drawbacks and Remissions
755 Special Excise Tax

BUSINESS AND RESOURCE TAX ANALYSIS DIVISION (CRT)

760 Capital Cost Allowances
765 Taxes on Corporations and Shareholders

TAX MEASURES EVALUATION DIVISION (TME)

770 Tax Measures Evaluation

DEPARTMENT OF FINANCE CANADA

ADMINISTRATION BRANCH
(ADM)

785	Canadian Pension Plan Investment Fund
790	Loans
795	Public Debt
901	Administration
902	Acts and Legislation
903	Administrative and Management Services
904	Co-operation and Liaison
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906	Buildings
907	Lands
908	Utilities
909	Equipment and Supplies
910	Furniture and Furnishings
911	Office Appliances
912	Procurement
913	Vehicles
914	Finance
915	Accounts and Accounting
916	Audits
917	Budgets
918	Personnel
919	Classification of Positions
920	Employment and Staffing
921	Human Resources
922	Occupational Health, Safety and Welfare
923	Official Languages
924	Pensions and Insurance
925	Salaries and Wages
926	Staff Relations
927	Training and Development

ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF FINANCE
L'ESPLANADE LAURIER
EAST TOWER, 21st FLOOR
140 O'CONNOR STREET
OTTAWA, ONTARIO
K1A 0G5

Chapter 37

DEPARTMENT OF JUSTICE CANADA

A. GENERAL INFORMATION

Historical Background

The Department of Justice was created by the *Department of Justice Act*, passed at the first session of Parliament of the Dominion of Canada, and assented to on May 22, 1868. This Act outlined the responsibilities of the Minister of Justice and the Attorney General of Canada and, with a few exceptions, these responsibilities have remained substantially unchanged.

Responsibilities

The work of the Department may be described as consisting of litigation, the provision of legal advice and opinions to the federal government of Canada on a wide range of matters, and the drafting of legislation, contracts and other legal documents. The Department is also concerned with the legal aspects of developing government policy, and prepares or reviews recommendations for reform of the law. To carry out these responsibilities, the Department uses federal statutes and regulations.

In addition, contributions are made to provide financial assistance to organizations conducting studies and legal research, and to other law-related programs. A limited number of grants are made in connection with legal education, and cost-sharing agreements are entered into with provincial governments in connection with Young Offenders, Compensation of Victims of Violent Crimes, Legal Aid in criminal cases for adults and young offenders, Native Courtworker Programs and access to legal information. The role of the federal Department of Justice does not include the provision of legal services or advice to members of the public.

Legislation

- Access to Information Act, R.S.C. 1985, chapter A-1
- Annulment of Marriages (Ontario) Act, R.S.C. 1970, chapter A-14
- Bills of Lading Act, R.S.C. 1985, chapter B-5
- Canada Evidence Act, R.S.C. 1985, chapter C-5
- Canada Prize Act, R.S.C. 1970, chapter P-24
- Canada-United Kingdom Civil and Commercial Judgments Convention Act, R.S.C. 1985, chapter C-30
- Canadian Bill of Rights, S.C. 1960, chapter 44
- Canadian Human Rights Act, R.S.C. 1985, chapter H-6
- Commercial Arbitration Act, S.C. 1986, chapter 22
- Criminal Code, R.S.C. 1985, chapter C-46
- Crown Liability Act, R.S.C. 1985, chapter C-50
- Department of Justice Act, R.S.C. 1985, chapter J-2
- Divorce Act, 1985, S.C. 1986, chapter 4
- Escheats Act, R.S.C. 1985, chapter E-13
- Extradition Act, R.S.C. 1985, chapter E-23
- Family Orders and Agreements Enforcement Assistance Act, S.C. 1986, chapter 5
- Federal Court Act, R.S.C. 1985, chapter F-7
- Food and Drugs Act, R.S.C. 1985, chapter F-27
- Foreign Enlistment Act, R.S.C. 1985, chapter F-28
- Foreign Extraterritorial Measures Act, R.S.C. 1985, chapter F-29
- Fugitive Offenders Act, R.S.C. 1985, chapter F-32
- Garnishment, Attachment and Pension Diversion Act, R.S.C. 1985, chapter G-2
- Identification of Criminals Act, R.S.C 1985, chapter I-1
- Interpretation Act, R.S.C. 1985, chapter I-21
- Judges Act, R.S.C. 1985, chapter J-1
- Law Reform Commission Act, R.S.C. 1985, chapter L-7
- Marriage Act, R.S.C. 1985, chapter M-2
- Mutual Legal Assistance in Criminal Matters Act, S.C. 1988, chapter 37
- Narcotic Control Act, R.S.C. 1985, chapter N-1
- Official Languages Act, S.C. 1988, chapter 38
- Official Secrets Act, R.S.C. 1985, chapter O-5
- Permanent Court of International Justice Act, S.C. 1921, chapter 46
- Postal Services Interruption Relief Act, R.S.C. 1985, chapter P-16
- Privacy Act, R.S.C. 1985, chapter P-21
- Revised Statutes of Canada, 1985 Act, S.C. 1987, chapter 48
- State Immunity Act, R.S.C. 1985, chapter S-18
- Statute Revision Act, R.S.C. 1985, chapter S-20
- Statutory Instruments Act, R.S.C. 1985, chapter S-22
- Supreme Court Act, R.S.C. 1985, chapter S-26
- Tax Court of Canada Act, R.S.C. 1985, chapter T-2
- Tobacco Restraint Act, R.S.C. 1985, chapter T-12
- United Nations Foreign Arbitral Awards Convention Act, S.C. 1986, chapter 21
- Young Offenders Act, R.S.C. 1985, chapter Y-1

Organizational Units and their Role

Deputy Minister's Office

This office provides essential support services to the Deputy Minister. It ensures appropriate communication and liaison on policy and operational issues between the Deputy Minister and the Minister's Office, the Department and other government departments and agencies.

Corporate Management Branch

This branch provides services to the Department related to such areas as corporate planning and policy development, program evaluation and internal audit, communications and public affairs, federal-provincial relations, liaison with external associations and groups, and various corporate services. The Branch performs a substantive function in areas that do not fall within the specialized responsibilities of the other branches. It administers certain programs and is involved in the co-ordination of departmental activities and programs. The Branch also provides administrative support services related to finance, personnel, library, legal information retrieval, accommodation, security, telecommunications, computer systems and all other logistical elements common to government departments.

Legislation Branch

This branch prepares, in both official languages, all bills the government plans to introduce in Parliament. It also drafts motions to amend bills and examines all bills introduced by ministers in the

House of Commons to ascertain whether they are consistent with the *Canadian Charter of Rights and Freedoms* or the *Canadian Bill of Rights.*

Public Law Sector

This sector advises the government on legal and policy issues in the public law field. Specifically, it advises on constitutional, international, administrative, native and human rights law, as well as on matters relating to the machinery and operation of government and to statutory instruments.

The **Constitutional and International Law Section** provides policy and legal advice to the government on constitutional issues and international law. It participates in federal-provincial negotiations, the legislative process, the development and implementation of international instruments and litigation involving constitutional questions.

The **Advisory and Administrative Law Section** is particularly concerned with areas of law relating to the machinery and operation of government. It is actively engaged in developing proposals for administrative law reform, assisting other branches of the Department on such subjects as amendments to the *Federal Court Act* and preparing legal opinions on a variety of administrative and other legal matters.

The **Human Rights Law Section** gives legal opinions to the Crown on the interpretation and application of constitutional provisions, federal legislation and international instruments having human rights implications.

The **Native Law Section** provides legal and policy advice on native affairs, especially on the development of aboriginal self-government, on comprehensive claims policy, and in support of native litigation issues. As a specialist resource, it advises on constitutional and international issues affecting natives, and carries out legal and policy research on many native issues.

The **Federal-Provincial Relations Office Section** provides legal and policy advice to the Federal-Provincial Relations Office, primarily in the areas of constitutional and native affairs. In particular, it is involved in constitutional reform discussions with the provinces, constitutional discussions with aboriginal peoples, and tripartite discussions on Métis self-government.

The **Privy Council Office Legal Section** functions in regard to the Department's responsibilities under the *Statutory Instruments Act* and reviews all proposed regulations. Counsel in this section also serve as legal advisers to officers of the Privy Council Office and in particular to the Assistant Clerk of the House of Commons responsible for Orders-in-Council.

The **Statute Revision Commission** is engaged in the revision, consolidation and indexing of federal laws and regulations and prepares administrative consolidations of federal laws.

Civil Litigation Branch

This branch represents the Attorney General of Canada in civil litigation involving the federal government.

The **Civil Litigation (Common Law) Section** handles litigation for or against the Crown which arises everywhere in Canada, except out of the province of Québec.

The **Civil Litigation and Real Property Law (Québec) Section** handles litigation for or against the Crown arising out of the province of Québec and is also responsible for providing services in property law matters in the province of Québec.

Criminal Law Branch

This branch discharges, on behalf of the Attorney General of Canada and the Minister of Justice, the obligations, duties and responsibilities imposed on the Minister by legislation and under the common law.

The **Criminal Prosecutions Section** is responsible for prosecution of infractions under federal statutes (other than the *Criminal Code* over which the provincial Attorneys General exercise prosecutorial authority) and related matters including the implementation of Canada's obligations under the *Extradition Act* and the *Fugitive Offenders Act*. The Section also reviews applications under the *Criminal Code* for the mercy of the Crown by or on behalf of persons who have been convicted in proceedings by indictment or who have been sentenced to preventive detention, and makes recommendations to the Minister as to their disposition.

Tax Law Branch

This branch is generally responsible for providing functional direction to all lawyers in tax law matters. It also acts on behalf of the Attorney General of Canada in all civil appeals from assessments of income tax and some litigation pursuant to the *Unemployment Insurance Act* and the *Canada Pension Plan*. The litigation work is divided between the tax litigation sections at headquarters and the Halifax, Montreal, Toronto, Edmonton and Vancouver regional offices.

Admiralty and Maritime Law Branch

This branch is responsible for admiralty litigation, maritime legislation, maritime commercial law, marine casualty investigations and marine international law, and provides specialized legal advice and expertise in these fields.

General Counsel Group

This group conducts, on behalf of the Attorney General of Canada, litigation which requires counsel of particular seniority and expertise. Members of the group often participate in legal education, such as panel discussions and seminars arranged by the Department or by provincial and local bar associations.

Policy, Programs and Research Sector

This sector plans, develops and implements government justice policies dealing with criminal and family law, and administers programs to promote access to justice, some of which are cost-shared with the provinces. It also administers the Department's grants and contributions programs.

The **Criminal and Family Law Policy Directorates** identifies and analyzes emerging legal and related issues, and develops policies to address them in furtherance of the responsibility for criminal justice and family law. The Directorate monitors the development of the law, provides advice to the Minister and senior officials and proposes changes, where necessay, to the statutes for which the Minister is responsible in these two areas.

The **Programs and Policy Directorate** is responsible for the development of sectoral policies with respect to the administration of criminal justice and the management of programs, notably those established to facilitate federal financial contributions to provinces/territories, voluntary sector organizations, private sector groups, and individuals delivering services or performing other activities encompassed by justice program mandates. The Directorate also provides advice to the Minister and senior officials with respect to sectoral issues and the programs established to respond to them in the justice system.

The **Research and Development Directorate** is responsible for research and development in relation to policy development and implementation. For these purposes, the Directorate designs and conducts empirical socio-legal research and satisfies departmental statistical information requirements. It also develops and assesses programs and demonstration projects, supports legal information initiatives, and liaises with other federal departments, provincial/territorial governments, international and national agencies and with community organizations. From a substantive point of view, the research and development activities focus on the identification and articulation of policy issues, the testing of policy options, and on providing feedback on the results of the specific activities.

The **Criminal Law Review Project** provides the Deputy Minister of Justice with advice regarding fundamental reform, as distinct from house-keeping amendments or emergency amendments to the Criminal Law and allied fields. Most the of review group's work involves responding to proposals of the Law Reform Commission in the areas of the Criminal Law and Protection of Life, however it is also frequently called upon to respond to issues raised by other groups and individuals in these areas.

The **Federal Regulatory Remedies Project** is concerned with modernizing implementation policies and practices associated with approximately 200 federal statutes. The project studies and advises on departmental and agency programs designed to influence public behaviour and to obtain compliance with the law.

Legal Services Sector

This sector provides a variety of in-house legal services to federal departments and agencies, as well as specialized legal advice on property, commercial, access to information and privacy law, and environmental and trade law matters. It also responsible for policy in relation to access to information, privacy and related issues.

The **Commercial and Property Law and Advisory Services Section** is generally responsible for providing functional direction to all lawyers in commercial and property law matters, as well as the provision of policy and legal advice to federal departments and agencies in matters of commercial and property law.

The **Information Law and Privacy Section** deals with a wide range of legal issues relating to information held by the government and is a centre of expertise in respect of access to information, privacy legislation and related areas.

Manuals

- Access to Information and Policy Administrative Procedures Manual
- Administrative Records Manual
- Administrative Services Manual, Volumes I and II
- Civil Litigation Desk Book
- Correspondence Manual
- Department of Justice Desk Book
- Financial Management and Accounting Procedures Manual
- Legislation Desk Book
- Personnel Administration Manual
- Security Services Manual
- Tax Litigation Desk Book

Additional Information

The headquarters of the Department is located in Ottawa, where additional information about the Department may be obtained:

Departmental Inquiries Centre
1st Floor, Justice Building
239 Wellington Street
Ottawa, Ontario
K1A 0H8
(613) 957-4222

There are also nine regional offices, one in each of, Vancouver, Edmonton, Saskatoon, Winnipeg, Toronto, Montreal, Halifax, Yellowknife and Whitehorse where further information may be obtained.

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to information Co-ordinator
Department of Justice
Room 302, Justice Building
239 Wellington Street
Ottawa, Ontario
K1A 0H8
(613) 952-8361

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: 4th Floor, Justice Building, 239 Wellington Street, Ottawa, Ontario.

Classes of Records

The following categories of records are held at headquarters, regional offices and by legal services units of the Department and are not necessarily specific to any particular departmental branch.

JUS/CLB-005
Prosecutions and Related Criminal Matters
Description: Information on prosecutions for infractions of federal statutes; prosecutions under the *Criminal Code* in the Yukon Territory and the Northwest Territories only; and extradition cases. *Topics:* Includes briefs and pleadings at both trial and appeal stages, subpoenas and other writs, transcripts of evidence and related memoranda of law, summaries, statements, memoranda and correspondence. *Special Access Note:* For purposes of the *Access to*

Information Act, enquiries concerning Criminal Records should be addressed to the Royal Canadian Mounted Police.

JUS/JUS-010 *Formerly identified as:* JUS/CVL-010, JUS/QUE-010

Litigation

Description: Information on legal proceedings of a civil nature in which the Crown in right of Canada, a crown agency or a Crown servant is a party, including proceedings before administrative boards and tribunals. *Topics:* Pleadings, briefs, appeal books, transcripts and statements of evidence, writs, opinions and related correspondence. *Special Access Note:* For purposes of the *Access to Information Act*, enquiries concerning Criminal Records should be addressed to the Royal Canadian Mounted Police.

JUS/JUS-015

Legal Advice

Description: Information providing legal advice to any department or agency of the Government of Canada. *Topics:* Formal opinions, by memoranda of law or letter; correspondence requesting legal opinions, and memoranda and correspondence providing legal advice.

JUS/LPB-020

Drafting

Description: Information pertaining to instructions for drafts of legislation. *Topics:* Background papers and treatises; memoranda to Cabinet; drafts of all Bills presented to Parliament; regulations, orders, proclamations and commissions. The information includes property and commercial documents, agreements of all kinds, waivers, licences and formal contracts.

JUS/JUS-025 *Formerly identified as:* JUS/CPL-025, JUS/QUE-025

Property

Description: Information related to the acquisisition of real property by purchase or expropriation, and the disposition of real property by letters patent. *Topics:* Various agreements, leases, deeds, licences, title abstracts, letters patent, and related correspondence and memoranda.

JUS/PPR-030

Policy Development

Description: Information on policy and policy development. *Topics:* Memoranda of law and fact, interdepartmental memoranda and correspondence, communications and media policies, official languages policy, distribution policy, personnel policy, evaluations of statistical studies and surveys in socio-legal matters.

JUS/JUS-035 *Formerly identified as:* JUS/PPR-035

Contributions and Grants

Description: Information relating to grants and contributions for the improvement of the administration of justice in Canada. *Topics:* Memoranda and contribution agreements, financial documents and correspondence concerning monies voted by Parliament for contributions to provinces, individuals or organizations.

JUS/CMB-045

Access to Information and Privacy

Description: Information on requests sent by individuals for access to departmental records under the *Access to Information Act* and the *Privacy Act*. *Topics:* Statistical and other reports.

JUS/JUS-065 *Formerly identified as:* JUS/CMB-065

Federal-Provincial-Territorial Relations and Liaison with Organizations

Description: Information on: federal-provincial conferences of ministers and deputy ministers responsible for justice; intergovernmental committees; liaison with federal and provincial government departments and national and international organizations. *Topics:* Meeting agendas; documentation for meetings; minutes of meetings.

JUS/PLB-070

Administrative Law Resource Material

Description: The *Administrative Law Digest* and papers presented at the annual Department of Justice Administrative Law Seminar. *Topics:* All matters falling within the rubric of administrative law.

JUS/PLB-075

Private International Law Harmonization

Description: Information concerning Canadian participation in organizations directed toward the harmonization of private international law and trade law. *Topics:* Material related to the work of the International Institute for the Unification of Private Law *(UNIDROIT)* and the Hague Conference organizations which involve states seeking to harmonize national laws pertaining to matters such as leasing and factoring, forms of wills, international child abduction, recognition of trusts, and taking of evidence abroad; material related to the efforts of the United Nations Commission on International Trade Law *(UNCITRAL)* to achieve greater harmonization among states in their trade laws.

JUS/PPR-080

Systems Development Fund — Young Offenders (New)

Description: Information on documentation supporting projects submitted to the System Development Fund for financial assistance. *Topics:* Correspondence; memoranda and information on proposed projects; financial statements and reports of approved projects; information on government agencies that have submitted proposals to the Fund.

JUS/PPR-085

Native Courtworker Program (New)

Description: The Native Courtworker Program is directed toward Canadians of aboriginal descent, including status and non-status Indians, Inuit and Métis. Under the program, native people trained as courtworkers are present in the criminal courts to assist native defendants by explaining their rights under the law, by acting as liaison between the defendants and the criminal justice system, and by making referrals to social, legal, educational, employment, medical and other services as required. The program is cost-shared with the provinces and territories on a 50/50 funding formula. It is currently implemented in all the provinces and territories with the exception of Prince Edward Island, Nova Scotia, New Brunswick and Saskatchewan which withdrew from the program in 1987. The federal, provincial and territorial Native Courtworker Agreement was amended in 1987 to permit the cost-sharing of services to Native Young Offenders. (Other non-financial amendments were made at this time.) *Topics:* Federal — provincial agreements; evaluations and reviews conducted on the program.

DEPARTMENT OF JUSTICE CANADA

JUS/PPR-090
Fund — Other Native Projects (New)
Description: This fund is provided for organizations or individuals who administer conferences, workshops or specific projects designed to assist native people in understanding their rights and responsibilities, and in obtaining equality before the law. The fund also provides financial assistance to organizations which play a valuable co-ordination role in the development of federal policy in relation to the law and the administration of justice as it affects native people. *Topics:* Federal — provincial agreements; evaluations and reviews conducted on the program; terms and conditions of the fund.

JUS/CMB-901
Administration
Description: See Standard Classes of Records.

JUS/CMB-903
Administration and Management Services
Description: See Standard Classes of Records.

JUS/CMB-905
Buildings and Properties
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Description: See Standard Classes of Records.

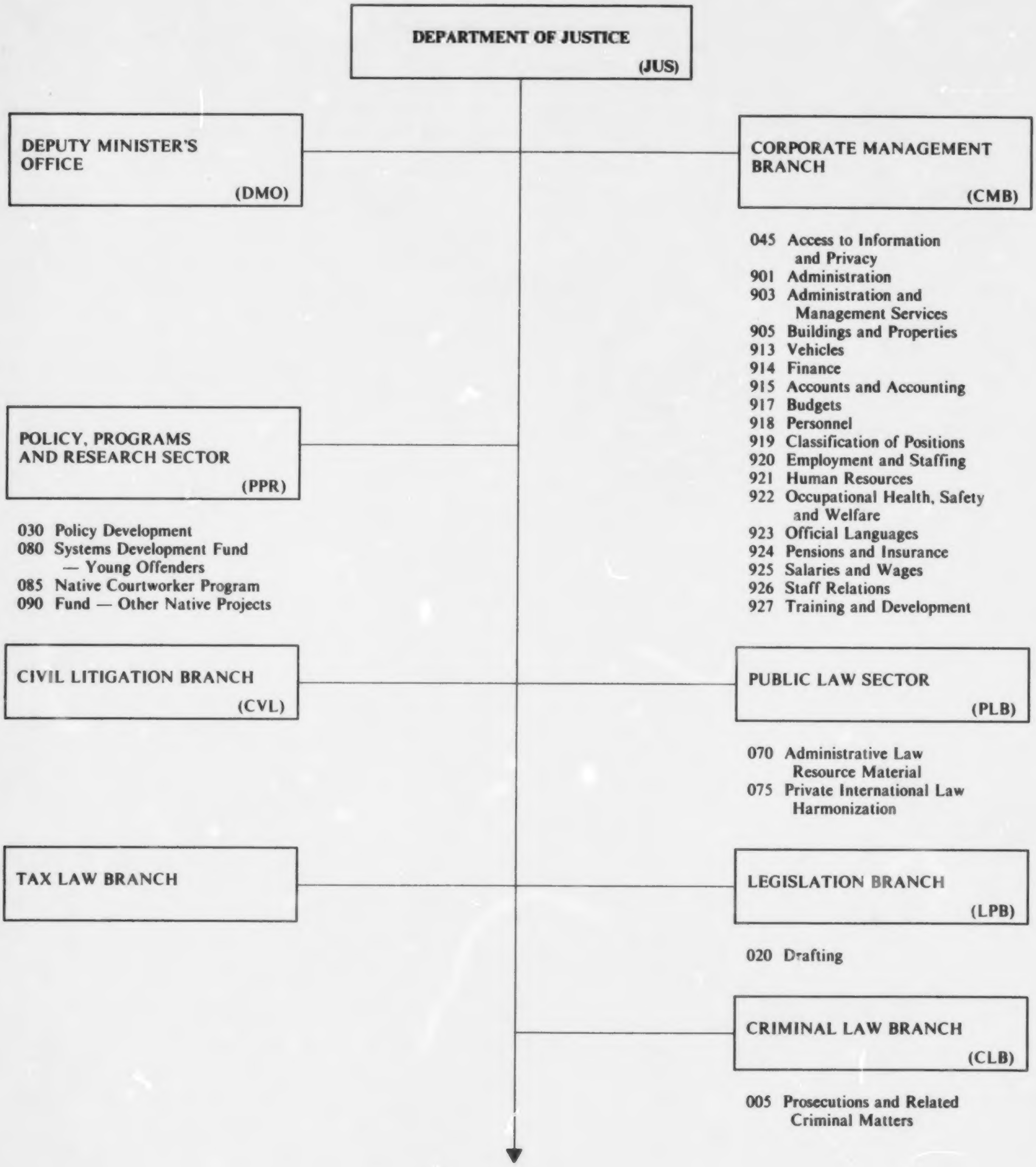
JUS/CMB-924
Pensions and Insurance
Description: See Standard Classes of Records.

JUS/CMB-925
Salaries and Wages
Description: See Standard Classes of Records.

JUS/CMB-926
Staff Relations
Description: See Standard Classes of Records.

JUS/CMB-927
Training and Development
Description: See Standard Classes of Records.

DEPARTMENT OF JUSTICE CANADA



DEPARTMENT OF JUSTICE (JUS)

DEPUTY MINISTER'S OFFICE (DMO)

CORPORATE MANAGEMENT BRANCH (CMB)

045 Access to Information and Privacy
901 Administration
903 Administration and Management Services
905 Buildings and Properties
913 Vehicles
914 Finance
915 Accounts and Accounting
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

POLICY, PROGRAMS AND RESEARCH SECTOR (PPR)

030 Policy Development
080 Systems Development Fund — Young Offenders
085 Native Courtworker Program
090 Fund — Other Native Projects

CIVIL LITIGATION BRANCH (CVL)

PUBLIC LAW SECTOR (PLB)

070 Administrative Law Resource Material
075 Private International Law Harmonization

TAX LAW BRANCH

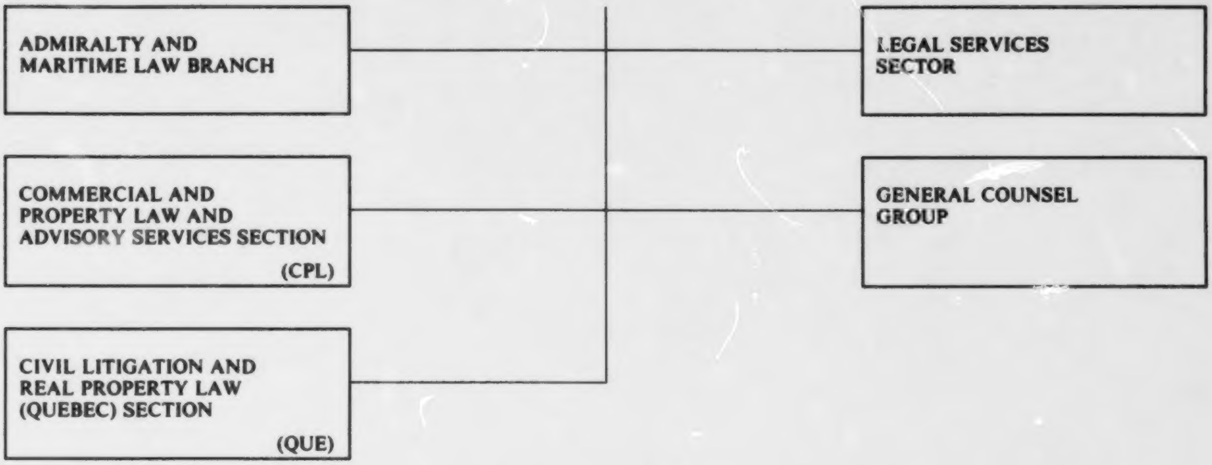
LEGISLATION BRANCH (LPB)

020 Drafting

CRIMINAL LAW BRANCH (CLB)

005 Prosecutions and Related Criminal Matters

DEPARTMENT OF JUSTICE CANADA


ADMIRALTY AND MARITIME LAW BRANCH
COMMERCIAL AND PROPERTY LAW AND ADVISORY SERVICES SECTION (CPL)
CIVIL LITIGATION AND REAL PROPERTY LAW (QUEBEC) SECTION (QUE)
LEGAL SERVICES SECTOR
GENERAL COUNSEL GROUP

The following classes of records are held by headquarters, regional offices and legal services units across government and are not necessarily specific to any one departmental branch.

010 Litigation
015 Legal Advice
025 Property
035 Contributions and Grants
065 Federal-Provincial-Territorial Relations and Liaison with Organizations

ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF JUSTICE
ROOM 302, JUSTICE BUILDING
239 WELLINGTON STREET
OTTAWA, ONTARIO
K1A 0H8

Chapter 38

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

A. GENERAL INFORMATION

Historical Background

The Department of the Secretary of State of Canada was established in 1868 as the official channel of communications between the new Dominion of Canada and the United Kingdom.

Responsibilities

The Department of the Secretary of State's present responsibilities are divided between the Department and the Department of Multiculturalism and Citizenship.

The Department of the Secretary of State of Canada is responsible for the following areas: official languages and translation — to encourage the use of the two official languages in Canadian society, reinforce the equal status of both languages, and provide translation and interpretation services in all languages in accordance with the needs of Parliament, the government and its agencies; state ceremonial — to advise in matters of state protocol and to manage state cermonial and events; the status of disabled persons — to promote the integration and quality of life of disabled citizens; Native citizens — to support Canada's aboriginal peoples in their efforts to resolve social, cultural, political and economic issues; the women's program — to provide advice, information and financial help to voluntary organizations working to promote women's equality; and youth participation — to promote young people's involvement in Canadian society with particular emphasis on exchanges that bring together youth from both official language groups, different ethnocultural backgrounds, as well as economically disadvantaged youth.

Multiculturalism and Citizenship Canada, for its part, is responsible for the *Canadian Multiculturalism Act*, for a multiculturalism secretariat to co-ordinate the cross-government commitment to multiculturalism, and for programs designed to meet the needs of ethnocultural communities across the country. It is also responsible for a national literacy secretariat encouraging joint federal/provincial programs to improve the level of Canadian literacy; for increasing the awareness, knowledge and enjoyment of human rights and fostering compliance with Canada's domestic and international human rights' obligations; and for encouraging and promoting volunteerism in Canada. Multiculturalism and Citizenship Canada's responsiblities also include citizenship registration, which involves welcoming and advising future citizens, helping them acquire prerequisites of citizenship, and helping them to develop a Canadian identity and effective Canadian citizenship.

Legislation

- Appropriation Act No.3, 1976, Vote 65 (Re: Advisory Council on the Status of Women) S.C. 1974-75-76, chapter 102
- An Act to incorporate the Jules and Paul-Emile Léger Foundation, S.C. 1980-81-82-83, chapter 25
- An Act to provide for the recognition of the Beaver (castor canadensis) as a symbol of the sovereignty of Canada, S.C. 1974-75-76, chapter 35
- Canada Student Loans Act, R.S.C. 1985, chapter S-23, and Regulations
- Canadian Multiculturalism Act, S.C. 1988, chapter 31
- Citizenship Act, R.S.C. 1985, chapter C-29 and Regulations
- Corrupt Practices Inquiries Act, R.S.C. 1985, chapter C-45
- Department of State Act, R.S.C. 1985, chapter S-17
- Disfranchising Act, R.S.C. 1985, chapter D-3
- Dominion Controverted Elections Act, R.S.C. 1985, chapter C-39
- Federal-Provincial Fiscal Arrangements and Federal Post-Secondary Education and Health Contributions Act, R.S.C. 1985, chapter F-8, section 20, 21 (re: Post-Secondary Education Financing Program)
- Financial Administration Act, R.S.C. 1985, F-11, section 2 (Secretary of State, appropriate Minister with respect to the Public Service Commission and the Office of the Co-ordinator, Status of Women)
- Holidays Act, R.S.C. 1985, chapter H-5
- Laurier House Act, R.S.C. 1952, chapter 163
- National Anthem Act, R.S.C. 1985, chapter N-2
- National Flag of Canada Manufacturing Standards Act, R.S.C. 1985, chapter N-9
- Official Languages Act, S.C. 1988, chapter 38 (Part VII Advancement of English and French)
- Public Service Employment Act, R.S.C. 1985, chapter P-33
- Social Sciences and Humanities Research Council Act, R.S.C. 1985, chapter S-12
- Translation Bureau Act, R.S.C. 1985, chapter T-16, and Regulations

Organizational Units and their Role

OFFICIAL LANGUAGES AND TRANSLATION

The Official Languages and Translation Sector fosters a better appreciation among Canadians of the linguistic duality of Canada by contributing to effective communication in both official languages within the federal public service, and between the public service and the general public. It assists in the implementation and the delivery of adequate services to official minority groups by provincial, territorial and municipal authorities as well as by the private sector.

Promotion of Official Languages Branch

The Branch fosters and supports the development of the official language minorities in Canada, and promotes the recognition and the use of French and English in Canadian society. It assists official language minorities to establish and maintain their own organizations and institutions in order to help them participate, in their own language, in every aspect of Canadian society. It co-operates with the provincial, territorial and municipal governments, as well as other Canadian institutions, to promote the progress of both official languages as well as the development of official language communities by offering French and English services. The Branch favors and encourages a wider acceptance and appreciation of both languages by all Canadians, as well as a better understanding among the Canadian official language communities. In addition, it co-operates with the private and voluntary sectors to offer French and English services and to foster the recognition and use of both official languages.

Translation Operations Branch

The Branch provides translation and interpretation services in both official languages and in over sixty other languages, including sign language, to Parliament, the courts, official conferences and government departments.

The **Terminology and Linguistic Services Directorate** is responsible for terminology, translator training and translation quality evaluation.

Planning, Management, and Technology Branch

The Branch provides management services including planning, policy evaluation, management information and administrative services. The Branch also provides advice in the field of technology and assists in implementing appropriate technology in the sector.

EDUCATION SUPPORT

Policy, Analysis and Liaison Branch

The Branch consists of three directorates: Policy and Analysis, Liaison and Canadian Studies. The Branch administers post-secondary education payments to the provinces and territories under the *Federal-Provincial Fiscal Arrangements Act* and the *Federal Post-Secondary Education and Health Contributions Act* (1977). It co-operates with the Department of External Affairs in ensuring the effectiveness of Canada's participation in international educational activities. The Branch conducts research and analysis in support of the development of a national education policy. It develops responses to questions from institutions related to education, from Parliament, and from the public. It works with Statistics Canada to collect statistics concerning education, maintains a database on information relevant to education, consults with federal and provincial departments, and produces an annual report to Parliament on Federal and Provincial Support to Post-Secondary Education in Canada.

The **Canadian Studies Directorate** provides advisory and financial assistance to individuals, organizations, and Canadian businesses and corporations working to advance the field of Canadian studies. The Directorate administers a series of programs designed to increase the public's knowledge of Canada by the development of Canadian studies learning materials on a number of specific content areas, and by encouraging greater private sector funding of Canadian studies projects.

The **Student Assistance Branch** manages the Canada Student Loans Program (CSLP). Established in 1964, the program is designed to make post-secondary education more accessible to Canadians by providing loans to full-time students, an interest relief program for unemployed and temporarily disabled ex-borrowers, and a provision to allow the forgiveness of loans to permanently disabled borrowers. The Branch also conducts research and analysis on the needs of Canadian post-secondary students for financial assistance. The Branch answers questions on student assistance from members of Parliament, interest groups and the public. It consults with interest groups (through a national advisory group) and provincial directors of student aid (through the Intergovernmental Consultative Committee).

The **Official Languages in Education Directorate** promotes, encourages and assists the development and provision of education in the language of the official language minority community of each province and territory, and provides opportunities for Canadians to learn their second official language. Under the broad framework of a Protocol of Agreements signed between the Government of Canada and the Council of Ministers of Education, Canada, bilateral agreements are concluded with each province and territory. Under the agreements, support is provided for four program expenditure categories: Infrastructure Support, Program Expansion and Development, Teacher Training and Development, and Student Support. The Protocol of Agreements also provides for the funding of two national programs: the Summer Language Bursary Program and the Official-Language Monitor Program. Through the Language Acquisition Development Program, financial assistance is provided to institutions and organizations for projects designed to compile and disseminate information on the learning and teaching of the official languages, or to develop and improve teaching methods and techniques related to minority official language education and second official language instruction. This assistance supplements the agreements on official languages in education. Through the Queen Elizabeth Silver Jubilee Endowment Fund, scholarships are awarded to university students who wish to pursue studies in their second official language.

CITIZENSHIP

The Citizenship Sector comprises major activities that help individuals and organizations participate more fully in our society and enjoy the benefits of Canadian citizenship. It includes Citizenship Co-ordination, Citizenship Registration and Promotion, Citizenship Development, Human Rights and National Literacy.

Citizenship Co-ordination

The Policy Co-ordination, Analysis and Management Systems Branch provides executive and co-ordination support to the Citizenship Sector activities.

The **Policy and Planning Directorate** provides advice on policy directions as well as executive and co-ordination support on policy matters. It maintains liaison with other sectors of the Department, with central agencies and with other departments, thereby facilitating the decision-making process on policy and expenditures relating to citizenship.

The **Social Trends Analysis Directorate** gathers information on major social trends in Canadian society and undertakes new research in support of policy development, or develops joint research projects with program directorates. It collaborates with national or international organizations conducting social science or statistical research.

The **Secretariat and Systems Unit** is responsible for the development and administration of systems and procedures for the Department's grants and contributions funding process.

Citizenship Registration and Promotion

The Citizenship Registration and Promotion Branch is responsible for the administration of the *Citizenship Act* and Regulations. It also provides a national service for the granting of Canadian citizenship and the issuing of certificates of proof of citizenship; a service for record searches, the registration of births abroad, the retention, resumption, and renunciation of citizenship; and self instructional materials to help citizenship applicants acquire a knowledge of Canada. It also promotes public awareness and understanding of Canadian citizenship and its privileges and responsibilities through the development of promotional programs and materials. The organizational structure of the Branch includes a headquarters located partly in Hull, Quebec (executive direction, advisory services and quality control) and partly in Sydney, Nova Scotia (processing and maintenance of more than 5 000 000 records), and 32 courts which are managed by the Regional Operations Sector, but which are under the functional direction of the Registrar of Canadian Citizenship.

Citizenship Development

Citizenship Development assists Canadians to achieve more equitable and equal access to all spheres of activity in Canadian society and to fully participate in shaping the social, cultural, political and economic environment that affects them. Emphasis is on the provision of financial, technical and advisory assistance through the following programs.

The **Women's Program** is responsible for providing financial and technical assistance to voluntary organizations working towards equality for women. Its objectives are: to increase public understanding in order to encourage action on women's equality issues; to promote the organizational development of women's groups in order to increase their effectiveness in working towards equality for women; and to promote action by institutions to incorporate women's equality issues in their decision-making structures, policies and programs.

The **Status of Disabled Persons Secretariat** promotes a collaborative partnership among federal and provincial governments, business, labour, religious institutions, academics, service providers and disabled persons. It plans and co-ordinates federal government initiatives, such as the national action plan in response to the United Nations World Program of Action concerning Disabled Persons, and the response to reports of the Special Committee on Handicapped and Disabled Persons. It promotes the abilities of disabled persons to participate fully in Canadian economic and social life.

The **Disabled Persons Participation Program** offers financial and technical assistance in support of the activities of voluntary organizations of disabled persons. It consists of three distinct elements: representation, access and community options.

The **Native Citizens Directorate** co-ordinates and administers programs that serve organizations of Status Indians, Non-Status Indians, Métis and Inuit. A consistent feature in all programs is that projects are community-based, initiated and managed by aboriginal people. The Directorate provides assistance through the Native Friendship Centre Program, the Native Communications Program, the Northern Native Broadcast Access Program, the Aboriginal Representative Organizations Program, the Aboriginal Women's Program, the Native Social and Cultural Development Program and the Canada-Northwest Territories Official and Aboriginal Languages Program.

The **Youth Participation Directorate** encourages and facilitates the participation of young people in Canadian society. The Open House Canada program provides opportunities to young Canadians aged from 14 to 22 years to increase their knowledge about a different Canadian community and to increase mutual understanding through reciprocal exchange projects. Grants are available for exchanges organized directly by the Department of Secretary of State of Canada. Contributions are available for exchanges organized by non-government organizations. The Directorate is also responsible for co-ordinating Canada's participation in the Commonwealth Youth Program.

The **Voluntary Action Directorate** encourages active citizenship by supporting the participation of Canadians in community affairs. It provides technical, professional and financial support to national, regional and local voluntary organizations in carrying out citizenship activities. (Voluntary associations are non-profit, community-oriented and concerned with public issues.)

The **Human Rights Directorate** achieves its objectives through a program of support for education, research and development work by non-governmental organizations, as well as by operating a secretariat for the two major governmental human rights committees chaired by the Department: the Federal Interdepartmental Committee on Human Rights, which facilitates the co-ordination of the federal government's human rights responsibilities; and the Continuing Federal-Provincial-Territorial Committee of Officials Responsible for Human Rights, which provides a mechanism for liaison and consultation on matters relating to Canada's international human rights commitments. The Human Rights Directorate co-ordinates the preparation of Canada's reports to the United Nations on human rights. The activities of the program include the provision of both financial aid and technical support to non-governmental organizations concerned with human rights education, development and research, and assisting and co-ordinating the progress of human rights in Canada.

The **National Literacy Secretariat** was established in 1987 to work with the provinces and territories, the private sector and voluntary organizations to develop resources to ensure that Canadians have access to the literacy skills that are required to participate in our advanced economy. The Secretariat helps the Minister of State (Multiculturalism and Citizenship), the lead Minister in the development and implementation of a strategy to improve the level of Canadian literacy. The Secretariat acts as co-ordinator within federal government departments. It also liaises with the provincial and territorial governments, the private sector, labour and media organizations, and establishes close contacts with national voluntary organizations working to improve the literacy of Canadians. The Secretariat works with international organizations such as the United Nations to respond to international dimensions of literacy. It provides developmental assistance to a number of major literacy oraganizations and undertakes joint literacy initiatives, on a partnership basis, with the provinces and territories. The Secretariat is composed of the following elements: voluntary sector; international, federal-provincial, territorial and interdepartmental co-ordination; private sector, labour unions and promotion; policy and research.

MULTICULTURALISM

The role of this sector is to promote multiculturalism for all Canadians in order to preserve and develop, to its full potential, the multicultural character of Canadian society.

Programs Branch

Three programs provide financial help and advice to community groups, to Canadian institutions and, in some cases, to individuals. They are: Race Relations and Cross-Cultural Understanding, Heritage Cultures and Languages, and Community Support and Participation.

The **Race Relations and Cross-Cultural Understanding Program** promotes, among Canadians and in Canadian institutions, appreciation, acceptance and implementation of the principles of racial equality and multiculturalism. The program supports public education, institutional change, community advocacy, research and information, and joint efforts with other levels of government.

The **Heritage Cultures and Languages Program** helps Canadians preserve, enhance and share their cultures, languages and ethnocultural group identities. This program supports heritage languages supplementary schools; promotes the importance of heritage languages, the training of instructors and the development of Canadian materials for heritage language teaching; contributes to scholarly research, fellowships, chairs of study and conferences about Canadian multiculturalism; and assists performing and visual arts, as well as writing, publishing, and film and video projects which portray Canadian multiculturalism in creative ways.

The **Community Support and Participation Program** promotes the full and equitable participation in Canadian life of individuals and communities from Canada's racial and ethnocultural minorities. There are two components of this program. The Community Support (CS) component helps ethnocultural groups maintain a sense of community and develop a stronger voice. It does this by assisting representative community organizations to serve community development needs such as leadership and volunteer training, and youth participation, and to identify and present community concerns on issues that affect them. The Citizenship and Community Participation (CCP) component of the program helps non-profit, voluntary organizations in the community to deliver programs to improve the ability of first-generation Canadians (those born in other countries) to participate as citizens and to promote action on the needs and concerns of first-generation Canadians, including immigrant and visible minority women.

Multiculturalism Secretariat — Cross-Government Commitment

The Secretariat encourages and assists federal institutions to implement the Multiculturalism Policy of Canada, within their mandates, and to monitor and report on progress in this area.

Policy and Research Directorate

The Directorate conducts research and analysis to identify issues, and contributes to policy development.

Canadian Multiculturalism Advisory Committee

As stated in the *Canadian Multiculturalism Act*, the committee advises and assists the Minister on the implementation of this Act and any other matter relating to Multiculturalism.

MANAGEMENT PRACTICES

The sector is charged with developing and maintaining a management system that serves the needs of the Department. It consists of two branches and two directorates.

Finance Branch

The Branch is responsible for financial controls and for providing services and advice to management to ensure that the financial directives and regulations are respected. The Branch is also responsible for operational planning.

Informatics and Administrative Policies and Services

The Branch is responsible for developing, implementing and monitoring departmental administrative and informatics policies. The Branch provides the following departmental services: contract services, records management, data processing, telecommunications, office automation systems, security, library, mail and accommodation. It administers the *Access to Information Act* and the *Privacy Act*.

Internal Audit Directorate

The Directorate carries out periodic, objective reviews of all departmental programs, operations and management systems to determine their efficiency and cost-effectiveness. It recommends, to the Under Secretary of State and departmental managers, corrective measures likely to improve operations.

Management Improvement Directorate

The Directorate provides senior management with management analysis services for initiatives of departmental concern.

Personnel Administration

The Personnel Administration Branch provides personnel services and advises managers on all matters involving human resource management.

CORPORATE POLICY AND PUBLIC AFFAIRS

This sector is responsible for corporate policy, strategic planning, co-ordination of departmental research, liaison and policy functions associated with federal-provincial relations and international affairs, communications, legal services to the Department, evaluation of policies and programs, State ceremonial functions, and the provision of services such as ministerial correspondence and briefing notes, through the Corporate Secretariat.

Corporate Policy Branch

The Branch carries out its responsibilities for policy development and analysis of social policy issues. The Branch prepares the Environmental Size-up, Strategic documents as well as Cabinet proposals and substantive analyses for the Secretary of State and the Under Secretary of State on numerous policy issues and proposals. The Branch also co-ordinates research and projects involving multilateral and bilateral co-ordination, either between departments or at the international level.

Corporate Secretariat

The Secretariat provides a range of services to the offices of the Secretary of State and the Under Secretary of State, as well as to the Department's senior management. These include writing and advisory services in the area of ministerial correspondence, analysis and advisory services relating to policy development activities, parliamentary liaison and briefings, co-ordination of briefings for ministerial travel and meetings, and the provision of secretariat services to the Executive Committee of the Department.

Program Evaluation Directorate

The Directorate reports on the efficiency and effectiveness of the Department's activities in order to provide the Department with timely and objective information useful in making decisions about program continuance, resource allocation and accountability, and to recommend improvements in planning, program design and policy development.

Legal Services

Legal services are provided by lawyers from the Department of Justice who offer program managers a wide range of services, including preparing opinions on the laws administered by the Department, editing regulatory texts and giving advice on policies being developed. In addition to serving managers, lawyers participate in legal training sessions for newly appointed citizenship judges.

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

Communications Branch

The Branch develops, co-ordinates, manages and implements corporate public affairs and communications plans for all sectors of the Department. Its services include strategic and tactical communications counsel, advice and planning, full-service public relations consulting, writing, editing, graphic design, publishing, audio-visual presentations, exhibitions, advertising and internal communications. It is responsible for media relations, distribution of information about the Department, responses to public enquiries, national distribution of public information materials, special events and communications support of all types.

State Ceremonial Branch

The Branch promotes national symbols (Canadian flag, national anthem) to increase their visibility through the development and distribution of brochures and through the administration of a gift bank containing gifts which reflect Canadian crafts, to be used by Ministers and Deputy Ministers when receiving guests from abroad or when travelling internationally. It participates in the organization of ceremonies and celebrations to commemorate events of national significance such as provincial, territorial and national anniversaries and Canada Day. It also supports the role of the Crown in Canada through the organization of visits to Canada by Members of the Royal Family, the administration of the obligations of the federal government to the offices of the lieutenant governors including salaries, travel and hospitality expenses, and the provision of advice on the exercise of royal prerogatives; and it administers the Canada Exhibit Program to co-ordinate the participation of the Government of Canada in national and regional exhibitions.

REGIONAL OPERATIONS

Regional Operations manages the Department's programs in all regions, focussing special attention on the individual needs of each region. It manages the resources and activities of nine regional offices, one provincial office, seventeen local offices, seven translation services and thirty-two citizenship registration offices. Under agreements signed with departmental programs, Regional Operations manages citizenship promotion and registration activities, including the operations of the Canadian citizenship courts; administers grants and contributions to provincial, regional or local associations for all departmental programs administered at the regional level, and ensures certain translation services in liaison with provincial and local governments.

Manuals

(Education Support)
- Canada Student Loans Program: Guide for Lenders
- Canada Student Loans Program: List of Eligible Institutions

(Official Languages)
- Translation Bureau Manual

(Citizenship)
- Citizenship Registration Manual
- Grants and Contributions Manual

(Administration)
- Administrative Services Manual
- Audit Manual
- Departmental Access to Information and Privacy Acts Policies and Procedures Handbook
- Departmental File Classification Manual
- Departmental Information Collection and Public Opinion Research Policies Handbook
- Departmental Library Policies and Services Handbook
- Departmental Records Management Policies and Procedures Handbook
- Department Users Guide to the File Classification System
- Financial Coding Manual
- Financial Management Guide
- Health and Safety Manual
- Personnel Manual
- Security Policy Manual

Additional Information

Requests for further information about the Department and its programs and activities may be directed to:

Publications/Enquiries
Communications Branch
Department of the Secretary of State of Canada
25 Eddy Street, 10th Floor
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0M5)
(819) 997-0055

This branch also handles the distribution of publications, a list of which is available on request. Members of the public wishing to receive this list regularly may be placed on a distribution list.

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Department of the Secretary of State of Canada
Ottawa, Ontario
K1A 0M5
(819) 997-4311

Reading Room

The Departmental Library has been designated under section 71 of the *Access to Information Act* as the reading room where the public may inspect copies of departmental manuals, research reports, briefs and other documents prepared by or for the Department, as well as books, periodicals and pamphlets on topics related to activities of the Department. The Departmental Library is located on the 2nd Floor of 15 Eddy Street, Hull, Quebec. It is open weekdays from 08:30 to 17:00.

Documents held by the Departmental Library can be borrowed by the public through the interlibrary loan service, which is nation-wide. The postal address is: Departmental Library, Department of the Secretary of State of Canada, Ottawa, Ontario, K1A 0M5, (819) 997-5384.

Departmental manuals are available for consultation in regional and local offices at the addresses listed below. For Telephone Device for the Deaf facilities, please refer to the (T.D.D.) telephone number.

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

Newfoundland and Labrador Region

Regional Office:
215 Water Street
Atlantic Place, Box 75
St. John's, Newfoundland
A1C 6C9
(709) 772-2483

Nova Scotia Region

Regional Office:
5281 Duke Street
Halifax, Nova Scotia
B3J 3M1
(902) 426-4334
(902) 426-9522 (T.D.D.)

New Brunswick and P.E.I.

Regional Office:
860 Main Street, Suite 504
Moncton, New Brunswick
E1C 1G2
(506) 857-7066
(506) 857-6988 (T.D.D.)

Local Office:
Dominion Bldg.
97 Queen Street, Room 316
Charlottetown, Prince Edward Island
C1A 4A9
(902) 566-7188
(902) 566-7344 (T.D.D.)

Quebec Region

Regional Office:
Guy Favreau Complex
West Tower, 10th floor
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-5797

Local Offices:
151 du Lac Avenue, Room 305
Rouyn, Quebec
J8X 4N6
(819) 762-1767

St. Amable Complex, Room 110
333 St. Amable St.
Quebec, Quebec
G1R 5G2
(418) 648-5609

Place St-Michel
3885 Harvey Blvd., Room 302
Jonquière, Quebec
G7X 9B1
(418) 542-7581

Ontario Region

Regional Office:
25 St. Clair Avenue East, Suite 200
Toronto, Ontario
M4T 1M2
(416) 973-8204

Local Offices:
150 Kent Street, Suite 900
Ottawa, Ontario
K1A 0M5
(613) 996-5978
(613) 996-7787 (court)

150 Main Street West, Room 425
Hamilton, Ontario
L8P 1H8
(416) 572-2356
(416) 572-2361 (court)

19 Lisgar Street, Suite 326
Sudbury, Ontario
P3E 3L4
(705) 675-0621

33 South Court Street, Suite 234
Thunder Bay, Ontario
P7B 2W6
(807) 345-2316

720 Spadina Avenue, Suite 100
Toronto, Ontario
M5S 2T9
(416) 973-5400

451 Talbot Street, Main Floor
London, Ontario
N6A 5C9
(519) 645-4315
(519) 645-4335 (T.D.D.)
(519) 645-4334 (court)

Manitoba Region

Regional Office:
303 Main Street, Room 201
Winnipeg, Manitoba
R3C 3G7
(204) 983-6061
(204) 983-0050 (T.D.D.)
(204) 983-3782 (court)

Saskatchewan Region

Regional Office:
2101 Scarth Street, Room 200
Regina, Saskatchewan
S4P 2H9
(306) 780-5543
(306) 780-7289 (T.D.D.)
(306) 780-5535 (court)

Local Office:
Financial Building
230-22nd Street East, Room 505
Saskatoon, Saskatchewan
S7K 0E9
(306) 975-4146
(306) 975-5298 (T.D.D.)
(306) 975-4115 (court)

Alberta and Northwest Territories Region

Regional Office:
Canada Place
9700 Jasper Avenue, Suite 220
Edmonton, Alberta
J5J 4C3
(403) 495-3350
(403) 495-3355 (court)

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

Local Offices:
220-4th Avenue South East, Room 254
P.O. Box 2498, Station M
Calgary, Alberta
T2P 3C1
(403) 292-5567
(403) 292-6460 (court)

Room 202, Scotia Centre
P.O. Box 610
Yellowknife, Northwest Territories
X1A 2N5
(403) 920-8270

Pacific Region

Regional Office:
1525-8th Avenue West, Room 207
Vancouver, British Columbia
V6J 1T5
(604) 666-0176

Local Offices:
1433 St. Paul Street, Suite 102
Kelowna, British Columbia
V1Y 2E4
(604) 861-3317

Federal Building
308 Main Street, Room 240
Whitehorse, Yukon
Y1A 2B5
(403) 668-2721

105-816 Government Street
Victoria, British Columbia
V8W 1W9
(604) 388-0219

Classes of Records

SSC/ESP-005
Post-Secondary Education Support
Description: Information on the federal government's education policies and programs, including fiscal arrangements and communication with the provinces and territories, post-secondary educational institutions and non-government organizations; information on Canada's participation in international educational activities. *Topics:* Education — general; acts, bills, legislation and regulations; adult education; centres of specialization; commissions, committees, conferences, OECD, UNESCO; education policy, accountability, equalization, organizations; financing and funding — general; educational grants; established program financing; *Federal-Provincial Fiscal Arrangements Act;* provincial-territorial liaison (by province and territory); federal liaison (other departments); international liaison; research; studies and surveys; statistics; student summer employment.

SSC/ESP-010
Student Assistance
Description: Information on assistance to students at the post-secondary level through the Canada Student Loans Program. *Topics:* Student Assistance — general; Canada Student Loans (C.S.L.); legislation; federal-provincial co-operation on student assistance correspondence; publications; reports and returns; forms; financial; statistics; procedures; committees; studies; C.S.L. criteria; scheduling; guaranteed loans full and part-time studies; interest relief; aid to disabled students.

SSC/OLP-015
Translation Bureau
Description: Information on translation services, simultaneous interpretation, sign language service, and other linguistic services, notably terminology, training and language quality evaluation provided to government institutions. *Topics:* General; associations and organizations; bilingualism; conferences and seminars; Translation Operations Branch; Departmental Translation and Interpretation Services Directorate; Central Services Directorate; Quebec Services Directorate; Parliamentary Translation and Interpretation Directorate; Multilingual Translation Directorate and Management Services Directorate; Strategic Planning and Communications Directorate; Human Resources Directorate; Planning, Management and Technology Branch; Terminology and Linguistic Services Directorate (Terminological information, training, development and linguistic quality, research and language advisory services).

SSC/OLP-020
Promotion of Official Languages
Description: Information on the Promotion of Official Languages Program, which provides funding and technical support to organizations in the private sector and to provinces and territories. *Topics:* Promulgation and implementation of laws recognizing the equal status of both official languages; fostering a national awareness of linguistic duality; introduction of linguistic reforms within the activities carried out by organizations, voluntary and private sector establishments and the provinces and territories.

SSC/OLP-025
Official Languages Communities
Description: Information on the services provided to official language community groups, including funding to voluntary organizations, to establish and maintain their organizations. *Topics:* Development of institutional services for the minority; redress activities and promotion for access of minority groups to educational, health, sports, leisure and telecommunications services; maintenance and development of services provided directly by minority community organizations.

SSC/ESP-030
Official Languages in Education
Description: Information pertaining to education in the language of an official language minority community and the teaching of the second official language. *Topics:* Development of bilingualism; Bilingualism and Biculturalism Royal Commission; provincial francophone associations; information — program and publicity; Official Languages in Education; summer language bursary program; official language monitor program; development of bilingualism in education; educational forum; correspondence with the public and educational institutions; provincial bilingual studies; private schools policy; elementary and secondary levels — federal-provincial conferences; post-secondary and teacher training levels; adult education language programs; specific projects and activities, cost-shared by province and territory; language research — general, conferences, co-operation with institutions and organizations, projects, general enquiries, relations with national and inter-provincial organizations; Protocol of agreements between the government of Canada and the Council of Ministers of Education Canada (CMEC) and bilateral agreements between the government of Canada and

provincial and territorial governments, for minority official language education and second official language instruction.

SSC/CCP-035
Human Rights
Description: Information concerning the policies and programs relating to human rights, as well as interdepartmental and international activities dealing with human rights. *Topics:* Human rights — general; human rights — Court Challenges Program; 25th Anniversary of the Universal Declaration of Human Rights; 35th Anniversary of the Universal Declaration of Human Rights; Canadian Constitution; Canadian Human Rights Commission; committees; conferences and seminars — general; conferences and seminars — federal/provincial; conferences and seminars — international; discrimination — general; discrimination — Convention on the Elimination of All Forms of Discrimination Against Women; Fellowships in Human Rights; freedom of information; human rights cases; Human Rights Day; International Convenant on Human Rights — general; International Covenant on Civil and Political Rights; International Covenant on Economic, Social and Cultural Rights; Supplementary Report of Canada on Application of the International Covenant on Civil and Political Rights; International Year of Disabled Persons (1981); International Youth Year (1985); International Year for Peace (1986); legislation; racial discrimination — general; racial discrimination — Committee on the Elimination of Racial Discrimination; racial discrimination — Decade for Action to Combat Racism and Racial Discrimination; racial discrimination — International Convention on the Elimination of All Forms of Racial Discrimination; racial discrimination — ethnic tensions; racial discrimination — research; audio-visual recordings and films; reports of human rights; United Nations — general; United Nations — General Assembly; United Nations — related intergovernmental agencies, general; United Nations — related intergovernmental agencies, UNESCO; United Nations — communications; United Nations — Economic and Social Council; United Nations — Commission on Human Rights, general; United Nations — Sub-Commission on Prevention of Discrimination and Protection of Minorities; Yearbook on Human Rights.

SSC/CPP-040
State Ceremonial
Description: Information concerning State Ceremonial activities. *Topics:* State Protocol and Special Events — general; anthems; patriotic songs; arms; arms of Canada; ceremonies and celebrations; deaths, burials and state funerals; emblems and seals; Maple Leaf emblem; flags; gifts from Canada; gifts to Canada during centennial year; Governor General; Parliament; Parliament Hill; provincial matters, provincial administrators; provincial speeches from the Throne; provincial statutes; lieutenant-governors; Royalty; royal visits; use of Crown as a symbol; royal patronage; royal photographs; use of prefix royal; use of names of members of the Royal Family; salute and saluting; titles; statues of former Prime Ministers; portraits of former Prime Ministers.

SSC/CCP-045
Citizenship Registration and Promotion
Description: Information concerning citizenship legislation, promotion, policies and procedures relating to the granting of, and the issuing of, proof of Canadian citizenship. *Topics:* Application of citizenship legislation; natural-born Canadian citizens; Canadians other than natural-born; loss of citizenship and exemptions; resumption of citizenship; acquisition of Canadian citizenship; residence requirement; status of Canadian citizens and recognition of British subjects; citizenship appeal court; authority of Governor in Council; regulations; violation and penalty for offence against acts or regulations; repeal of *Naturalization Act* and *Canadian Nationals Act*; declaration of intention; naturalization; diplomatic relations; documentary evidence; hearings; language requirements; national registration; statelessness; dual nationality; manuscripts, pamphlets and publications; manuals; applications and notices; certificates of citizenship; claims to Canadian citizenship; *Citizenship Act*; citizenship judges; citizenship courts; grant of citizenship; liaison with other departments; oaths and declarations; privacy; prohibitions; promotion; statistics.

SSC/MUL-050
Multiculturalism
Description: Information concerning the application of the federal multiculturalism policy and program activities involving the multicultural and multiracial nature of the country. *Topics:* Multiculturalism Canada — general; program management; race relations and cross-cultural understanding — public education; institutional change; community advocacy; research and cross-cultural training; heritage cultures and languages — performing and visual arts; broadcasting; film and audio-visual projects; chairs of ethnic studies; fellowships; visiting lectureships; Canadian ethnic studies and research; heritage language school support; promotion of heritage languages and resource development; community support and participation — English/French second language acquisition; immigrant women; community development; intercultural communications; multicultural centres; organizational development; communications — advertising and public relations activities; research and analysis for the Minister of State for Multiculturalism and Citizenship and federal departments and agencies on the implication and application of multiculturalism as a federal policy.

SSC/CCP-055
Women's Program
Description: Information concerning the promotion of women and financial assistance to voluntary associations working to improve the status of women in Canada. *Topics:* Women's Program — general; communications and media relations; consultants and consultations; conferences, meetings and seminars; discrimination and human rights; employment — affirmative action; International Women's Year — general, conferences and seminars, Interchange 75; non-government women's organizations, associations, centres and groups; regional grants; regional offices; reports and studies; Status of Women — general, plan of action, other government departments, municipalities and agencies, action research.

SSC/CCP-060
Voluntary Action
Description: Information concerning technical, financial and professional assistance to national or local voluntary organizations. *Topics:* Voluntarism — general; reports, research and studies; conferences, meetings and seminars.

SSC/CCP-065
Youth Participation
Description: Information relating to policies and programs aimed at young Canadians. *Topics:* Youth — general; Open House Canada; Commonwealth Youth Program; International Youth Year (1985); Youth Employment Programs — general.

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

SSC/CCP-070
Native Citizens
Description: Information concerning grants, advice and the administration of six support programs dealing with social, cultural, political and economic issues and research offered to native organizations. *Topics:* Native citizens — general; agreements and treaties; committees; conferences and meetings; communications; discrimination and human rights; education, health and welfare; employment; summer job corps; evaluation and review; friendship centres; funding; health services; housing; land claims; constitutional issues; laws; urban and migrating native peoples; non-government native organizations; policy development; reports and studies; research; language retention; social and cultural development; sports; statistics and surveys; women; youth.

SSC/CCP-080
Status of Disabled Persons
Description: Information relating to the planning of federal initiatives and activities co-ordinated by the Status of Disabled Persons Secretariat. *Topics:* Disabled persons — general; employment; equipment and technical aids; non-government organizations; hearing disabilities; physical disabilities; sight disabilities; psychiatric disabilities; mental disabilities; learning disabilities; Directory of Federal Services for the Handicapped and Disabled; Obstacles Report; World Program of Action concerning disabled persons.

SSC/CCP-085
Canadian Studies
Description: Information concerning the activities of the Canadian Studies program as well as technical and financial support provided to individuals, organizations, Canadian businesses and corporations aimed at promoting Canadian Studies. *Topics:* Canadian Studies — general; Canada as a sovereign nation; the media in Canadian society; Canadian comparisons; Canada in the world; science in a Canadian context; film and audio-visual learning materials development; computer-based and assisted learning materials development; public education through open learning; investments in the future of Canadian studies; Canadian Studies publications.

SSC/CCP-090
National Literacy Secretariat
Description: Information relating to illiteracy in Canada and the social, cultural and economic factors underlying it. *Topics:* Grants and contributions, federal-provincial-territorial arrangements, voluntary organizations, reports and studies, other government departments, collection of data and information on literacy as it affects communities, business, labour, educational institutions and governments, social action, promotion, liaison with international institutions.

SSC/ARO-095
Administration
Description: Information concerning the administration of the Department. *Topics:* Planning, audit, etc.

SSC/MUL-100
Japanese Canadian Redress Secretariat (New)
Description: Information concerning the verification of eligibility for payments, Canadian citizenship and pardons. *Topics:* Japanese Canadians — general; payments.

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA

DEPARTMENT OF THE SECRETARY OF STATE OF CANADA (SSC)

EDUCATION SUPPORT (ESP)

005 Post-Secondary Education Support
010 Student Assistance
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OFFICIAL LANGUAGES AND TRANSLATION (OLP)

015 Translation Bureau
020 Promotion of Official Languages
025 Official Languages Communities

CITIZENSHIP (CCP)

035 Human Rights
045 Citizenship Registration
and Promotion
055 Women's Program
060 Voluntary Action
065 Youth Participation
070 Native Citizens
080 Status of Disabled Persons
085 Canadian Studies
090 National Literacy Secretariat

MULTICULTURALISM (MUL)

050 Multiculturalism
100 Japanese Canadian
Redress Secretariat

CORPORATE POLICY AND PUBLIC AFFAIRS (CPP)

040 State Ceremonial

MANAGEMENT PRACTICES
PERSONNEL
REGIONAL OPERATIONS (ARO)

095 Administration

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF THE SECRETARY
OF STATE OF CANADA
OTTAWA, ONTARIO
K1A 0M5

Chapter 39

ECONOMIC COUNCIL OF CANADA

A. GENERAL INFORMATION

Historical Background

The Economic Council of Canada, an independent research and advisory body, was established by Parliament in 1963 by virtue of the *Economic Council of Canada Act*.

Responsibilities

Under the Council's mandate to study and report on Canada's economic development, it conducts economic analyses, undertakes studies and delivers policy advice to a broad range of clients with the goal of improving Canada's economic performance. The Council transmits an annual report, including financial statements, on its activities to the Minister responsible. The Council also publishes an annual review of medium- and long-term economic prospects and problems.

Legislation

- By-laws of the Economic Council of Canada
- Economic Council of Canada Act, 1963

Organizational Units and their Role

The Council is made up of an appointed board of three full-time members and up to twenty-five other members. The full-time members, the Chairman and two deputy chairmen manage a staff of economists and research support personnel. There are two organizational aims: research operations, subdivided on a project team basis to manage ongoing research, and research support, which includes all publications activities, informatics, library services, public affairs, planning and co-ordination, finance, administration and personnel. The research support units (with the exception of Public Affairs) report, through the Council Corporate Secretary, to the Chairman. Each research project team reports to the Chairman through the deputy chairman. In special circumstances, certain research initiatives may be placed under the direct responsibility of the Chairman.

Manuals

- Treasury Board Administrative Policy Manual
- Treasury Board Guide on Financial Administration
- Treasury Board Personnel Management Manual

Additional Information

Requests for further information about the Council and its various programs and functions may be directed to:

The Economic Council of Canada
Public Affairs Division
Tower A
Place de Ville
320 Queen Street
Ottawa, Ontario
K1R 5A3
(613) 952-1716

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Director, Finance and Administration
Economic Council of Canada
P.O. Box 527
Ottawa, Ontario
K1P 5V6
(613) 952-1827

Reading Room

The Council's Library has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: 16th Floor, Tower A, Place de Ville, 320 Queen Street, Ottawa, Ontario.

Classes of Records

Current Research (CRA)

These records comprise background research and unpublished material on topic areas which are the subject of current research by Council staff and outside contractors. Information is available mostly in print form, with some magnetic tape.

ECC/CRA-110
Performance and Outlook
Description: Analysis and unpublished documents on the Council's views related to the economic outlook for Canada, the United States and other OECD countries, derived from the use of a variety of analytical tools, including econometric models and personal computers. The models allow measurement of current performance and simulation of future performance under various scenarios and policy options. The simulations are designed to assess the impact of changes in economic performance that may result from changes in

public policy or in economic conditions in Canada and abroad. The process of updating the analysis and assessing the influences of changing economic conditions is continuous.

ECC/CRA-121 *Formerly identified as:* ECC/CRA-120,
ECC/PRA-240

Explorations
Description: Preliminary investigation of various economic issues to determine their nature, scope and pertinence to the Council's future research program and organization of colloquia to address major economic, social and environmental issues not currently being researched in depth by ongoing research groups. *Topics:* Mergers and takeovers; education and the economy; health care in Canada; and economic status of China and the Pacific Rim countries.

ECC/CRA-135
Social Policy
Description: Research and background material concerning the effectiveness, efficiency and adequacy of social policy in meeting expressed social objectives and the side effects of social programs on the functioning of the economy, particularly in the context of significant adjustment and adaptation. *Topics:* The highly-fragmented and complicated nature of social programs; conflicting objectives between tax structures and transfer programs; links between economic and social policy; complexities introduced as a consequence of responsibility-sharing between levels of government; reform options to simultaneously meet social objectives and minimize constraints to required work force adjustment.

ECC/CRA-140
International Finance
Description: Research and background material concerning recent developments in international finance and their impact on Canada. *Topics:* Shifting pattern of capital flows; trade in financial services; future of Canadian securities market; innovation, fragility of the international financial system; regulatory frameworks and third-world debt.

ECC/CRA-145
Future of the Prairie Grain Economy
Description: At the request of the Prime Minister, the Economic Council of Canada is undertaking a comprehensive review of the issues and options confronting Prairie agriculture in view of the current severe problems besetting the western grain economy. *Topics:* The management of resources for grain production; the feasibility of developing policies to handle price and income instability; the type of farming which will be needed in future to cope with trade uncertainties; and the future of Prairie agriculture and the development and streamlining of policies to deal with that future.

ECC/CRA-155
Perspective 2000
Description: The focus of "Visions of Canada in the Year 2000" is both global and multidisciplinary, placing Canada within an international context that has economic, political, and physical dimensions, the latter including demography, science and technology, and the physical environment. This project marks the 25th anniversary of the Economic Council of Canada. The project will serve a number of purposes: it will systematically identify future policy issues and possible future directions for Council research; it will focus national attention on emerging issues of concern; and it will stimulate intellectual debate both in the Council and among outside policy-makers at senior levels in both the private and public sectors. There are three primary ways in which these goals will be achieved: first, some of the best scholars in their respective fields have been engaged to prepare papers on 12 topics; second, a major, high-level conference is planned for late 1988; and third, based upon the papers given at the conference, the contributions of the commentators, and the general discussion, a book of conference proceedings will be prepared.

ECC/CRA-160
Directions for Regional Development
Description: Research and unpublished material on Canadian regional development policy. *Topics:* The ways in which Canadian regional development policy can be changed in order to reduce disparities between regions; the appropriate role for government, vis-à-vis the private sector, in formulating and executing such policy.

ECC/CRA-165
Unemployment Issues
Description: Research and unpublished studies on Canadian unemployment issues. *Topics:* Canadian unemployment history (including our commitments to full employment); natural rate estimates for Canada and the regions; cyclical fluctuations in the labour market — employment and unemployment in recessions and recoveries; dynamics of unemployment inflow and outflow to the unemployed pool; impact of wage flexibility on employment; wage differentials across industries structure, allocation, and determinants.

ECC/CRA-170
Employment and the Service Economy
Description: The focus is on the changing industrial structure and its implications for the labour market and employment policy. *Topics:* Employment growth in service industries; the quality of new jobs; earnings distribution trends; training and education issues; and unionization in service industries.

ECC/CRA-175
Twenty-sixth Annual Review (New)
Description: A central component of the review is its assessment of the performance of the Canadian economy and the medium-term outlook. In addition to an overview of international trends and developments, there is a longer term view of emerging demographic and intergenerational issues and a chapter dealing with changes in jobs and income.

ECC/CRA-180
Immigration (New)
Description: Research and background material examining the advantages and disadvantages of increasing immigration into Canada as a means of postponing or even reversing the expected decline in population in the next century. It will pose both economic and social questions, including the impact of immigration on living standards, employment and unemployment, provincial revenue and expenditure, as well as the effect of a culturally more diverse society on both racial and cultural harmony.

Past Research (PRA)

These records comprise published documents as well as background information on research activities for which the Council has completed its policy analysis and recommendations, where appropriate. Information is available mostly in print form, with products including consensus statements, research reports, policy statements, study reports and discussion papers.

ECC/PRA-201
Financial Institutions
Description: Research and background material concerning the efficiency of the financial sector as it relates to the sector's contribution to economic growth and social development. *Topics:* Solvency and stability; concentration; ownership; investment powers; organization; conflict of interest; self-dealing; supervision; deposit insurance; contribution to economic growth and regional development; operations; and regulatory aspects.

ECC/PRA-205
Taxation of Capital Income
Description: Research and unpublished material on the taxation of capital income. *Topics:* Consequences of present and alternative tax treatments of capital incomes for the allocation of resources and in the distribution of income; developing recommendations for improved capital income tax structures; specification of transitions necessary to implement the recommendations; specification of related changes in capital markets and financial instruments that may be called for.

ECC/PRA-210
Government Enterprises
Description: Research and unpublished material on all government enterprises engaged in the production of generally marketable goods and services. *Topics:* The appropriate role to be played by such enterprises and ways in which the system of incentives and controls affecting them may be altered so as to make them more desirable instruments of public policy; performance of government corporations; ability of such enterprises to effectively provide various goods and services.

ECC/PRA-215
Growth and Productivity (New)
Description: Research and background material concerning a number of sensitive policy issues, such as the effect of pollution controls on productivity; the tax structure and its interaction with inflation and the production costs of firms; the impact of industrial concentration and tariffs, particularly as they affect both the domestic and international competitiveness of Canadian industry; and the ability of firms to take advantage of economies of scale. Most of the research material of this project has been incorporated into the Twenty-second Annual Review.

ECC/PRA-221
Twentieth Annual Review
Description: Background research and unpublished documents related to the Twentieth Annual Review, 1983. *Topics:* Changes in the demographic and structural nature of the economy with special references to the social services' "safety net" and the role of women in the work force; consideration of performance targets set as challenges to policy makers; policies designed to attain elaborated targets in a period of change.

ECC/PRA-222
Twenty-first Annual Review
Description: Background research and unpublished documents related to the Twenty-first Annual Review, 1983. *Topics:* The medium-term economic outlook; government in the economy including consideration of the public debt; the business and international debt situation; employment and unemployment; technological changes; and targets for economic performance.

ECC/PRA-223
Twenty-second Annual Review
Description: Background research and unpublished documents related to the Twenty-second Annual Review, 1984. *Topics:* Medium-term targets for economic performance, including deficit control and social programs; projections of performance under alternative assumptions concerning international conditions and domestic policies; special analyses of investment, productivity and interest rate performance; and recommendations respecting tax reform, more rapid adoption of technical change, renewed effort in skill training, use of modern management techniques, and approaches to freer trade negotiations.

ECC/PRA-224
Twenty-third Annual Review
Description: Background research and unpublished material related to the Twenty-third Annual Review. *Topics:* Opportunities and challenges arising from widening international markets; the need for risk-taking and adaptation to create and sustain growth; values and priorities with respect to social, environmental, and economic objectives; fundamental changes in demographic patterns; and consideration of policy options for attainment of performance targets in all major economic goal areas.

ECC/PRA-225
Twenty-fourth Annual Review
Description: The Council's Twenty-fourth Annual Review of the Canadian economy, published in the fall of 1987, examines some of the important structural changes, both domestic and international, that will influence Canada's long-term economic performance. These include fundamental changes in demographic patterns; the actual and potential widening of international financial and trading markets; the competitive opportunities thereby created; the growth, employment and inflation prospects for Canada, and the uncertainties that should be considered in any medium-run planning environment.

ECC/PRA-226 *Formerly identified as:* ECC/CRA-150
Twenty-fifth Annual Review
Description: A central component of the review is its assessment of the performance of the Canadian economy and the medium-term outlook. In addition to an overview of international trends and developments, there is a longer term view of emerging policy issues and a theme chapter dealing with labour market adjustments to change.

ECC/PRA-260
Regional Development — Western Study (New)
Description: Research and unpublished documents prepared as background to the Council consensus document, *Western Transition*. *Topics:* Problems and prospects facing Canada's four western provinces; the constitutional and economic settings in which western development will take place; elaboration of prospects for development in the resource-based industries, transportation, the service sector and manufacturing; and the impact and opportunities associated with urbanization.

ECC/PRA-265
Energy (New)
Description: Research and unpublished material relating to the Council consensus document, *Connections: An Energy Strategy for*

the Future. Topics: World and domestic supplies of, and demand for, various forms of energy; the policy setting in which energy is produced and consumed; energy conservation and substitution; and designs for new energy strategies.

ECC/PRA-270 *Formerly identified as:* ECC/CRA-115
Technological Change and Labour Markets
Description: Research and unpublished material on developments in technology and the implications thereof for labour markets. *Topics:* The growth, change, and other occupational and industrial shifts in employment arising from technological change; institutional adaptations, such as industrial relations, patterns of working time, compensation, and the quality of working life, that may be associated with technological change; education and mobility required by the adjustment process; social measures required to contribute equitably the benefits and costs resulting from technological change.

ECC/PRA-275 *Formerly identified as:* ECC/CRA-125
Manufacturing Firm Adjustment
Description: Research and background material concerning the adaptation of firms to trade pressures and opportunities in the manufacturing sector. *Topics:* Effects of bilateral and multilateral trade arrangements, international price changes, technological innovations and changing consumer preferences. Examinations of different adaptation responses: in Canadian-owned, compared to foreign branch, plants; in firms operating without tariff protection, compared to those which are protected; and in firms engaged in Canada-United States trade, compared to those which are not. Case studies which question whether federal policies promote or retard adjustment and what guidelines are appropriate to assist adaptation and to promote innovation.

ECC/PRA-280 *Formerly identified as:* ECC/CRA-130
Trade Policy Options and Structural Adjustment in Canada
Description: Research and background material concerning the output and employment effects of trade liberalization, by 40 industrial sectors, by occupation and by province. *Topics:* Nature and volume of trade among the industrialized and developing countries; output and employment of Canadian industries; shifts in output, investment, employment and occupations that should be anticipated under various scenarios of more liberalized trade; alternative stances and strategies that should be considered in negotiations leading to freer trade; policy options for dealing with dislocations that are bound to arise with more open trade.

Administration (ADM)

The purpose of this division is to provide administrative and financial services as required within accepted corporate business procedures.

ECC/ADM-901
Administration
Description: See Standard Classes of Records.

ECC/ADM-902
Acts and Legislation
Description: See Standard Classes of Records.

ECC/ADM-903
Administrative and Management Services
Description: See Standard Classes of Records.

ECC/ADM-904
Co-operation and Liaison
Description: See Standard Classes of Records.

ECC/ADM-905
Buildings and Properties
Description: See Standard Classes of Records.

ECC/ADM-906
Buildings
Description: See Standard Classes of Records.

ECC/ADM-907
Lands
Description: See Standard Classes of Records.

ECC/ADM-908
Utilities
Description: See Standard Classes of Records.

ECC/ADM-909
Equipment and Supplies
Description: See Standard Classes of Records.

ECC/ADM-910
Furniture and Furnishings
Description: See Standard Classes of Records.

ECC/ADM-911
Office Appliances
Description: See Standard Classes of Records.

ECC/ADM-912
Procurement
Description: See Standard Classes of Records.

ECC/ADM-913
Vehicles
Description: See Standard Classes of Records.

ECC/ADM-914
Finance
Description: See Standard Classes of Records.

ECC/ADM-915
Accounts and Accounting
Description: See Standard Classes of Records.

ECC/ADM-916
Audits
Description: See Standard Classes of Records.

ECC/ADM-917
Budgets
Description: See Standard Classes of Records.

ECC/ADM-918
Personnel
Description: See Standard Classes of Records.

ECC/ADM-919
Classification of Positions
Description: See Standard Classes of Records.

ECC/ADM-920
Employment and Staffing
Description: See Standard Classes of Records.

ECC/ADM-921
Human Resources
Description: See Standard Classes of Records.

ECC/ADM-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

ECC/ADM-923
Official Languages
Description: See Standard Classes of Records.

ECC/ADM-924
Pensions and Insurance
Description: See Standard Classes of Records.

ECC/ADM-925
Salaries and Wages
Description: See Standard Classes of Records.

ECC/ADM-926
Staff Relations
Description: See Standard Classes of Records.

ECC/ADM-927
Training and Development
Description: See Standard Classes of Records.

Deleted Classes of Records

The following classes of records have been incorporated into ECC/CRA-121:

ECC/CRA-120	Explorations
ECC/PRA-240	Labour Market Adjustment

The following class of records has been transferred to the National Archives of Canada:

ECC/PRA-250	Technological Change, Productivity and Growth

ECONOMIC COUNCIL OF CANADA

ECONOMIC COUNCIL OF CANADA (ECC)

CURRENT RESEARCH (CRA)

110 Performance and Outlook
121 Explorations
135 Social Policy
140 International Finance
145 Future of the Prairie Grain Economy
155 Perspective 2000
160 Directions for Regional Development
165 Unemployment Issues
170 Employment and the Service Economy
175 Twenty-sixth Annual Review
180 Immigration

PAST RESEARCH (PRA)

201 Financial Institutions
205 Taxation of Capital Income
210 Government Enterprises
215 Growth and Productivity
221 Twentieth Annual Review
222 Twenty-first Annual Review
223 Twenty-second Annual Review
224 Twenty-third Annual Review
225 Twenty-fourth Annual Review
226 Twenty-fifth Annual Review
260 Regional Development — Western Study
265 Energy
270 Technological Change and Labour Markets
275 Manufacturing Firm Adjustment
280 Trade Policy Options and Structural Adjustment in Canada

ADMINISTRATION (ADM)

901 Administration
902 Acts and Legislation
903 Administrative and Management Services
904 Co-operation and Liaison
905 Buildings and Properties
906 Buildings
907 Lands
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicles
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

ACCESS TO INFORMATION
DIRECTOR, FINANCE AND
ADMINISTRATION CO-ORDINATOR
ECONOMIC COUNCIL OF CANADA
P.O. BOX 527
OTTAWA, ONTARIO
K1P 5V6

Chapter 40

EMPLOYMENT AND IMMIGRATION CANADA

A. GENERAL INFORMATION

Historical Background

The Canada Employment and Immigration Commission (CEIC) and the associated Department of Employment and Immigration were created by *The Employment and Immigration Reorganization Act*, 1977.

Responsibilities

The Commission and Department are responsible for the legislative review of, and amendments to, the legislation they administer; special applications of the legislation, such as adjudication principles, labour conflicts, work-sharing agreements and job creation projects; adjustments to Unemployment Insurance (UI) premium rates; budgets affecting the UI fund; appeals concerning UI premium reductions; and interprovincial and international agreements; and immigration

Legislation

- Adjustment Assistance Benefit Regulations (Clothing and Textile Workers), C.R.C. 1978, Volume III, chapter 316
- Adjustment Assistance Benefit Regulations (Footwear and Tanning Workers), C.R.C. 1978, Volume III, chapter 317
- Employment and Immigration Reorganization Act, S.C. 1976-77, chapter 54, including Part I — Employment and Immigration Department and Commission Act, and Part II — Canada Employment and Immigration Advisory Council Act
- Employment Equity Act, S.C. 1986, chapter 31 and Regulations
- Government Annuities Act, R.S.C. 1970, chapter G-6 and Regulations
- Government Annuities Improvement Act, S.C. 1974-75-76, chapter 83
- Immigration Act, R.S.C., C85, chapter 1 and Regulations
- Labour Adjustment Benefits Act, S.C. 1980-81-82-83, chapter 89
- Labour Mobility and Assessment Incentives Regulations, C.R.C. 1978, Volume III, chapter 330
- Manpower Mobility Regulations, C.R.C. 1978, Volume XIV, chapter 1323
- National Training Act, S.C. 1980-81-82-83, chapter 109 and Regulations
- Reinstatement in Civil Employment Act, R.S.C. 1952, chapter 236
- Unemployment Insurance Act, S.C. 1970-71-72, chapter 48 (excluding Parts IV and VIII) and Associated Regulations, i.e. Unemployment Insurance Regulations, C.R.C. 1978, Volume XVIII, chapter 1576, and National Employment Service Regulations, C.R.C. 1978, Volume XVIII, chapter 1573

Organizational Units and their Role

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION

Finance and Administration

This group provides financial and administrative services to Employment and Immigration Canada (EIC), including the management and maintenance of all EIC records.

Internal Audit Bureau

The Bureau reviews and appraises the effectiveness and efficiency of operational and financial procedures and systems and identifies areas for improvement, for all CEIC programs and for programs external to and funded by CEIC.

Executive Secretariat

The Secretariat consists of the Commission Secretariat, the Conference Secretariat and Corporate Services, Executive Management Information Services, Intergovernmental Affairs and External Liaison and the Public Rights Administration Directorate. It is responsible for support services to the Commission and senior management, the co-ordination of corporate issues and activities, federal-provincial and international relations and the administration of the privacy, human rights and access to information laws.

Immigration Program

The Immigration Program consists of the Operations Branch, the Planning and Program Management Branch, the Policy and Program Development Branch, and the Settlement Branch. It administers Canadian immigration law regarding the selection of immigrants and the entry of refugees, temporary workers, foreign students, other visitors and tourists; assists Canadian residents on their return to Canada and helps settle recent immigrants; and enforces measures for the health, safety and good order of Canadian society.

The **Operations Branch** includes the Case Review Directorate, the Procedures and Instructions Directorate, and the Analysis and Intelligence Directorate. This branch administers the *Immigration Act* and Regulations as they pertain to the examination of persons seeking entry into Canada; facilitates entry of diplomats, temporary workers, foreign students and other legitimate visitors; denies use of Canadian territory to persons who are likely to engage in criminal, subversive or terrorist activities; prohibits inadmissible persons from entering Canada; and removes from Canada those in breach of the provisions of the legislation.

The **Planning and Program Management Branch** includes the Program Data Directorate, the Co-ordination and Liaison Directorate, the Resource Planning and Control Directorate, and the Legislative Review Committee. This branch provides operational and administrative support to the Immigration program, including program planning; performance measurement; creation and maintenance of computerized program data banks; staff training; operational guidance to personnel working at regional and local offices; review and amendment of the *Immigration Act* and Regulations; management-union consultations; and secretariat services.

The **Policy and Program Development Branch** includes the Policy Development Directorate, the Regional Policy and Program Relations Directorate, the Program Development Directorate, the Refugee Affairs Directorate, and the Research Analysis Directorate. This branch administers policy, sets priorities and provides guidance to immigration field offices concerning the admission of immigrants and visitors, including levels of immigration by classes and categories, in response to such concerns as occupational demand in the Canadian labour market; social policies reflected in family reunification programs; the need for temporary admission for study or for seasonal or other short-term employment; and humanitarian considerations relating to the resettlement and admission of refugees. (The number of refugees admitted each year is set out in an annual refugee plan which specifies a global number of refugees to be accepted and allotment areas from which they are to be selected. This plan is formulated in consultation with private groups, provincial governments, and the United Nations High Commission for Refugees.)

The **Settlement Branch** is responsible for providing a smooth transition to a new life in Canada for refugees and other immigrants. It provides both financial and non-financial assistance to immigrants, including reception and accommodation services and the matching of refugees with Canadian sponsors, and administers contributions to voluntary organizations involved in providing settlement services to newcomers.

The **Adjudication Branch** ensures that immigration inquiries and detention reviews are held in accordance with the *Immigration Act* and Regulations and the principles of natural justice, within the timeframes created by the Act and Regulations.

Insurance

The Insurance group consists of the Actuarial Services Branch, the Insurance Policy Branch, the Control Branch and the Insurance Services Branch. It develops and promulgates legislative changes, policies and activities governing the delivery of the Unemployment Insurance Program and of insurance services and those governing the Unemployment Insurance Premium Reduction Program; provides actuarial services and advice on the strategy and operations of the Unemployment Insurance Program and the Government Annuities Program; defines CEIC objectives, goals, strategies, regulatory changes, priorities, and action plans as the basis for short- and long-range operational planning and performance measurement; and represents CEIC in submitting or contesting appeals to higher courts regarding decisions about payments to individuals or the granting of premium reductions to employers.

The **Actuarial Services Branch** provides CEIC with actuarial services and advice concerning the policy, strategy and operations of the Unemployment Insurance Program and the Government Annuities program. (Much of this advice is required under the *Unemployment Insurance Act*, the *Government Annuities Act* and the *Government Annuities Improvement Act*.)

The **Insurance Policy Branch** includes the Policy and Legislation Development Directorate, the Benefit Entitlement Directorate and the Appeals Directorate. This branch develops legislative proposals, policies, directives and guidelines governing the eligibility for and the payment of unemployment insurance benefits; develops legislative proposals and policies for granting unemployment insurance premium reductions to employers, reviewing decisions denying a reduction, and auditing employers granted a reduction; and maintains CEIC's appeal system.

The **Control Branch** includes the Control Policy Directorate, the Planning and Analysis Division and the Control Programs Directorate. This branch develops, tests and implements policies, programs and procedures for the prevention, detection and deterrence of fraud and abuse in unemployment insurance benefits; develops priorities and objectives for CEIC's control activities; and assesses overall control performance.

The **Insurance Services Branch** includes the Medical Advisory Services group, the Insurance Program Services Directorate, the Insurance Management Services Directorate and the Comprehensive Tracking System group. This branch develops policies, directives and guidelines for the operational delivery of insurance activities through the Canada Employment Centres; develops policies on related medical advisory services for sickness and maternity claims; monitors and analyses insurance services; and develops and maintains a tracking system for overpayments, underpayments, programs and activities.

Canadian Jobs Strategy

The Canadian Jobs Strategy (CJS) was initiated on September 5, 1985. Five initiatives are the driving force behind the Strategy:

Job Development offers on- and off-the-job training and work experience to the long-term unemployed. Wage subsidies may be provided to employers through either the General Projects Option or the Individually Subsidized Jobs Option. In addition, the Delivery Assistance Option and the Purchase of Training Option are available under Job Development.

Job Entry assists youth, women and the severely employment-disadvantaged to make the transition to, or to participate in, the labour market through training and work experience. This program also offers the Co-operative Education Option, summer programs for students (Work Orientation Workshops and Summer Employment/Experience Development), the Delivery Assistance Option and the Purchase of Training Option.

Skill Investment helps workers avoid layoff or job displacement due to technological or market changes. The program provides assistance through training, relocation assistance and other industry-based adjustment measures. Options under this program are: Retraining, Continuing Employment, Training Trust Fund, Delivery Assistance, Purchase of Training, Work Sharing, and Relocation and Travel Assistance.

Skill Shortages gives financial assistance to employers who need help in training workers in occupations where there are few skilled workers. This program provides assistance through the Workplace-Based Training Option, the Relocation and Travel Assistance Option, the Delivery Assistance Option and the Purchase of Training Option.

Community Futures provides support for small business development, entrepreneurship, training and relocation to help those communities most in need outside metropolitan areas.

Employment Services

This group develops policies, guidelines and procedures for the delivery of employment services and programs and disseminates them to regional and field offices. It also provides programs, services and information to workers, employers, industries and other persons or groups in order to promote the efficient functioning of the Canadian labour market. In addition, it develops and promulgates policies, guidelines and procedures to meet the needs of particular client groups such as women, natives, disabled persons, visible minorities and other individuals who are considered employment-disadvantaged. Other responsibilities include the administration of the employment equity programs and the monitoring and analysis of all services offered by Employment and Immigration Canada and responding to ministerial inquiries.

Systems and Procedures

The Systems and Procedures group consists of the Benefit Pay and CJS Systems Branch, the Information Systems Branch and the Computer Operations Branch. It develops and implements policies and programs for integrated clerical, manual and electronic data processing (EDP) systems to deliver EIC services.

The **Benefit Pay and CJS Systems Branch** develops and maintains EDP systems to support the employment development, employment training and unemployment insurance benefit programs and placement services offered by Canada Employment Centres; and develops clerical procedures for processing claims for benefits in local offices and regional computer centres and computer systems to detect and prevent fraud and abuse.

The **Information Systems Branch** develops and maintains advanced EDP systems to support EIC's long-range programs, as well as the Social Insurance Number Program, Canadian Government Annuities program and Immigration program; develops and maintains information systems for finance, personnel, administration and operational use.

The **Computer Operations Branch** operates EIC's mainframe computers and gives functional guidance to five other EDP regional centres across Canada. It provides EDP training and writes policy. The Branch is also responsible for the security of data in all EDP facilities.

The **National Services Directorate** consists of the Central Index group, the Annuities Division and the Employer Registration Division. It administers the Social Insurance Number Program, the Canadian Government Annuities program and the Unemployment Insurance Premium Reduction Program.

DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

Public Affairs Branch

The Branch consists of Corporate Affairs, Labour Market and Employment Services Information, Immigration Information, Unemployment Insurance Information, Youth Employment Information and Information Services. It undertakes promotion, information services, publishing, advertising research and media analysis, and regional and internal liaison in partnership with the four major program areas.

Strategic Policy and Planning

This group consists of the Labour Market Outlook and Structural Analysis Branch, the Planning Branch, the Innovations Program, the Program Evaluation Branch, and the Policy and Program Analysis Branch. It examines EIC policies and programs in relation to their objectives; analyses current and projected labour market demands and the resources available to satisfy them, and identifies and develops policies to alleviate imbalances; and examines paid educational leave as a system of manpower planning aimed at promoting economic expansion and social justice.

The **Labour Market Outlook and Structural Analysis Branch** helps develop new strategies to match the supply of labour with demand, and new policies to enhance the interrelationship between Commission programs, policies and services to ensure that the Commission is more effective in dealing with present and future challenges in the labour market; helps create a broader planning base for decision-making by incorporating more comprehensive data in its projections and assessments of occupational supply and demand; and implements the Canadian Occupational Projection System (COPS).

The **Planning Branch** undertakes mid- and long-range planning; develops integrated data sources for analysis; and maintains liaison with regional economists and international bodies such as the Organization for Economic Co-operation and Development.

The **Innovations Program** provides financial assistance to pilot projects and other short-term activities that test new and cost-effective ways to improve the functioning of the Canadian Labour market.

The **Program Evaluation Branch** develops and implements a comprehensive strategy for evaluating EIC programs.

The **Policy and Program Analysis Branch** includes the Unemployment Insurance Analysis Directorate, the Employment and Immigration Analysis Directorate, and the Briefing and Current Analysis Division. This branch analyzes labour market conditions, identifies program implications and develops proposals for policy and program modification.

Youth Affairs

The Youth Affairs Group is the organizational branch of EIC which supports the office of the Minister of State for Youth by providing a broad advisory and co-ordination role for youth issues and concerns. During 1988-1989, the Youth Affairs Group identified, researched and analysed youth issues, particularly federal employment and social policy programs, as they relate to youth.

Manuals

(Immigration)
- Immigration Manual (IA)
- Immigration Manual (IC)
- Immigration Manual (ID)
- Immigration Manual (IE)
- Immigration Manual (IH)
- Immigration Manual (IL)
- Immigration Manual (IS)
- Immigration Examination Directives
- Transportation Directives

(Insurance)
- Insurance Services Policy Manual
- Digest of Benefit Entitlement Principles
- Benefit Policy Circulars
- Umpire's Decisions (Canadian Umpire Benefits — CUB)
- Index of Umpire Decisions
- Investigation and Control Manual
- Dictionary of Medical Yardsticks

(Canadian Jobs Strategy and Employment Services)
- Canadian Classification and Dictionary of Occupations (CCDO)
- Canadian Jobs Strategy — MIS (EC)
- Canadian Jobs Strategy Operational Procedures (ED)
- CJS Reporting Sub-System User's Guide
- Employment Manual

- Federal-Provincial Training Agreements
- Position Description System
- Reception and Enquiries Handbook
- National Employment Services Plan
- Non-National Employment Services System Offices Manual
- Occupational Demand and Area Report

(Systems and Procedures)
- Benefit Manual
- Computer Operations — Policy and Procedures — Systems and Procedures
- Informatics Policy
- Manual Pay System
- On-line Manuals
- Regional Computer Centre (RCC) Manual

(National Services)
- Central Index Manual
- Handbook on SIN Registration
- Annuities Manual
- Premium Reduction Manual

(Executive Secretariat)
- Guidelines for Drafting and Processing Agreements
- Guidelines for the Preparation of Ministerial Correspondence

(Finance and Administration)
- Delegation of Authority
- Directives Services — Policy and Procedures
- Directory of Offices
- Emergency Operational Centre
- Emergency Planning Guidelines
- EIC Readiness Plan
- Facilities Management Policy and Procedures
- Finance and Administration Correspondence
- Financial Coding
- Forms Management
- Mail Services — Policy and Procedures
- Matériel Management Policy and Procedures
- Moveable Assets Inventory System — Operations Manual
- NHQ Guide to Administrative Services
- Performance Measures Reference Manual
- Physical Security — Policy and Procedures Manual
- Recorded Information Management Policy and Procedures
- Signage Improvement
- Subject File Classification
- Telecommunications Management Policy and Procedures
- Word Processing Policy and Procedures
- Writing Guide — Policies and Systems

(Internal Audit)
- Guide for the Operational Review of a Canada Employment Centre
- Guide for the Operational Review of a Canada Immigration Centre
- Internal Audit Manual

(Personnel)
- Personnel Manual

Additional Information

Requests for further information about the Commission and the Department and their various programs and functions may be directed to:

Inquiries Centre
Public Affairs Branch
Employment and Immigration Canada
Place du Portage, Phase IV
140 Promenade du Portage
Hull, Quebec
K1A 0J9
(613) 994-6316

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Public Rights Administration
Employment and Immigration Canada
4th Floor
Place du Portage, Phase IV
140 Promenade du Portage
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0J9)
(613) 994-0584

Reading Room

The Department's library has been designated under section 71 of the *Access to Information Act* as the reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. Its address is: 1st Floor, Place du Portage, Phase IV, 140 Promenade du Portage, Hull, Quebec.

Classes of Records

THE COMMISSION

EIC/IAB-005
Internal Audit
Description: Information available on policies and procedures relating to audit plans. *Topics:* Guidelines for evaluating financial and human resources operational systems; long-range audit plans; assessments of materiality, risks and other operational concerns; objectives of individual audit assignments; types of audits conducted; special audits requested by management covering unemployment insurance, employment services, Canadian Jobs Strategy, immigration, systems and procedures and such internal support function areas as financial, administrative and personnel services. *Storage Medium:* Paper.

EIC/IAB-010
Working Papers
Description: Support and reference documents used by auditors in compiling audit reports. *Topics:* Procedures and guidelines for conducting an audit; tests performed, such as predetermined questionnaire format and content; information obtained from audits, and conclusions and recommendations. *Storage Medium:* Paper.

EMPLOYMENT AND IMMIGRATION CANADA

EIC/IAB-015
National Audits
Description: Policies, procedures and guidelines for conducting national audits. *Topics:* Control and assessment reports on public property revenues; expenditure reports on unemployment insurance, employment services, immigration, Canadian Jobs Strategy, special programs and internal financial, administrative and other support services; efficiency and effectiveness reports on all operational and financial procedures. *Storage Medium:* Paper.

EIC/IAB-020
Regional Audits
Description: Policies, procedures and guidelines relating to regional audits. *Topics:* Control and assessment reports of program and service delivery through local offices, including reception and enquiries services, social insurance number applications and processing of unemployment insurance claims, as well as reports on the recruitment, selection, enforcement, exclusion and removal processes conducted by Canada Immigration Centre officers. *Storage Medium:* Paper.

EIC/SEC-025
Executive Secretariat
Description: Correspondence and policy on general activities. *Topics:* Enquiries on public rights management; policies governing corporate strategies, international relations and federal-provincial liaison; committee reports and minutes of meetings; association briefs, cabinet submissions and institutionally produced papers; proposals on corporate policy formulation, philosophy of management and quality of service; minutes of Commission decisions and records of decisions of Executive Committee meetings; administration of the Secretariat. *Storage Media:* Magnetic tapes and paper.

EIC/SEC-030
Commission Secretariat
Description: Correspondence, documentation and decisions concerning corporate issues and planning activities. *Topics:* Commission meeting agendas, minutes and documents (policy and legislation); procedures for Governor in Council submissions and safekeeping of Orders-in-Council; procedures for and safekeeping of EIC agreements; corporate level briefings and committee meetings; EIC's annual regulatory plan and EIC's annual paperburden reduction plan. *Storage Media:* Paper and magnetic tapes.

EIC/SEC-031
Executive Management Information Services — EMIS
Description: Guidelines on the handling of ministerial correspondence and information on computer technology. *Topics:* Processing and routing of correspondence; formatting and presentation of documents; instructions on entering data in the various computer systems developed by EMIS; available computer hardware and software; technology evolution; EDP training. *Storage Medium:* Magnetic tapes.

EIC/SEC-032
Conference Secretariat and Corporate Services
Description: Policy, correspondence and documentation concerning corporate strategy and planning activities. *Topics:* Background documents for Executive Committee; reports, agendas, minutes, records of decisions and briefing notes. *Storage Media:* Paper and magnetic tapes.

EIC/SEC-035
Intergovernmental Affairs and External Liaison
Description: Information, briefings, policy and analysis of legislation and programs administered by EIC; policy, guidelines and strategies on federal-provincial relations and co-ordination. *Topics:* Analysis of federal-provincial relations and strategies; negotiation of bilateral and multilateral agreements on legislated issues and programs; analysis of reports and briefs from parliamentary committees, task forces, other levels of government and NGOs on issues related to EIC's mandate or that of other federal departments; analysis of federal-provincial repercussions of Cabinet documents and proposed agreements on a variety of social and economic issues; background analysis and briefings on domestic and international issues and relations; analysis of decisions and imput into Canadian declarations in international fora, such as the OECD. *Storage Media:* Magnetic tapes and paper.

EIC/SEC-040
Access to Information and Privacy
Description: Policy and guidelines on Access and Privacy; statistical and other non-personal information provided by requestors in their access requests. *Topics:* Policies and procedures for each component of the legislation; background on legal interpretations of access rights; statistical data on requests and complaints; documents concerning jurisprudence and records of policy decisions made by the Information and Privacy Commissioners; appeals and decisions; EIC policies, procedures and measures encouraging access generally; administrative costs of public rights management. *Storage Medium:* Paper.

EIC/SEC-045
Human Rights
Description: Information on policies, guidelines, complaints and other human rights matters. *Topics:* Policies and procedures relating to implementation of legislation; reports on the human rights field; background information relating to complaint activities. *Storage Medium:* Paper.

EIC/FIN-050 *Formerly identified as:* EIC/SEC-050
Emergency Planning
Description: Information on legislation, policy, correspondence and contingency plans relating to local, regional, national or international emergencies that affect EIC peacetime operations and its role within the National Emergency Agency for Human Resources (NEAHR). *Topics:* Policy, legislation, publications and manuals concerning peacetime planning, national emergencies (as outlined in the *Emergencies Act 1988*) and administration of emergency planning organizations; committee reports, briefs, submissions and plans of action on international or interdepartmental liaison and measures; regional contingency plans in the event of flood, famine, war or other disasters; references for other departments' emergency plans, as well as those of their committees and agencies; NATO liaison and wartime planning; specific plans (local office) for localized disasters (natural or technological); training courses and civil and military exercises; administration of NEAHR; the "EIC Readiness Plan" on a two-year revision cycle. *Storage Medium:* Paper.

EIC/FIN-055 *Formerly identified as:* EIC/SEC-055
Security
Description: Policy guidelines and general correspondence on security and co-operation with the RCMP, CSIS and provincial bodies. *Topics:* Policies and procedures on personnel, physical,

communications, EDP and administrative security; RCMP-EIC co-operation; CSIS-EIC co-operation; minutes of meetings; briefs, reports, plans. *Storage Medium:* Paper.

EIC/IMM-065

General

Description: Policy and correspondence on general immigration and demographic activities. *Topics:* Enquiries on adopting foreign children, such as refugees or orphans; refugee status and permanent residence requested by foreign nationals in Canada who wish to remain for political, ideological, economic and/or social reasons; bonds or security deposits for visitors by "guarantors" such as transportation companies, churches or relatives; association briefs and submissions, including suggestions and proposals for amending immigration policies or procedures; federal-provincial relations regarding immigration policies and procedures, such as reciprocal agreements, exchange of information or amendments to policies and procedures; Minister's permits authorizing the entry to Canada of persons who wish to immigrate but who do not qualify under normal selection criteria; comments or questions from individuals and/or associations on the application of the *Immigration Act* and Regulations; tracing of individuals, including requests from individuals or organizations seeking to locate persons who have immigrated to Canada. *Storage Medium:* Paper.

EIC/IMM-070

Identification and Travel Documents

Description: Information concerning documents required to identify and admit persons who want to enter Canada. *Topics:* Description of regulations concerning identification and travel documents (such as passports, visas, crew lists and manifests, identification documents, immigration forms IMM-1000); and standards and procedures governing the validation or endorsement of such documents. *Storage Medium:* Paper.

EIC/IMM-075

Enforcement

Description: General correspondence relating to enforcement activities. *Topics:* Policies and procedures concerning arrest or detention of persons in violation of the *Immigration Act* and Regulations; escape from custody by those detained or arrested; co-operation amongst law enforcement agencies in matters related to enforcement provisions of the *Immigration Act* and Regulations; sharing of information with the United States Immigration and Naturalization Service under an agreement or an arrangement. *Storage Medium:* Paper.

EIC/IMM-080

Exclusion and Removal

Description: Information on the policy and correspondence relating to the examination of persons refused entry to Canada or ordered to be removed. *Topics:* Procedures related to immigration inquiries; discussion of appeals and litigation submitted to the Immigration Appeal Board and Federal Court of Canada; Enforcement Information Index: ("Lookout Index" for alerting examining officers of inadmissible persons who might attempt to enter or remain in Canada; inadmissible classes of immigrants; background material regarding immigration enquiries; matters relating to the Special Advisory Board, such as the examination of criminal intelligence reports concerning immigrants involved in criminal or subversive activities. *Storage Medium:* Paper.

EIC/IMM-085

Transportation

Description: Information on the transportation of persons to, from or within Canada. *Topics:* Transportation by air, land or sea; companies' obligations for the provision of examination facilities; payment of detention, removal and medical costs; deposit of security bonds for persons conveyed in companies' vehicles; responsibilities and regulations of travel agencies. *Retrievability:* Files are arranged by subject, company, committee or organization. *Storage Medium:* Paper.

EIC/IMM-090

Special Events — Entry to Canada

Description: Information on how to conduct examinations, and on the admission and control of persons seeking temporary entry to attend or participate in special events taking place in Canada. *Topics:* Policies and procedures on special events generally; championships and contests; the Commonwealth Games; expositions; the Olympic Games. *Storage Medium:* Paper.

EIC/IMM-095

Examination of Persons — Visitors and Immigrants

Description: Information on the conduct of immigration examinations by customs officers on behalf of the Canada Employment and Immigration Commission. *Topics:* Policies and procedures relating to the examination of potential immigrants and other persons seeking entry to Canada; activities of the International Air Passenger Traffic Sub-committee; project methodology regarding transit studies (passenger traffic at Canadian airports); medical examinations of persons applying for admission to Canada; "security" and "criminal" screenings for clearance of persons seeking temporary admission. *Storage Medium:* Paper.

EIC/IMM-105

Enforcement Intelligence

Description: Information on illegal immigration patterns including information on the denial of entry to Canada of persons known to have been involved with criminal or other illegal activities. *Topics:* Exchange of intelligence information about persons who may try to enter Canada illegally to pursue unlawful activities. *Storage Medium:* Paper.

EIC/IMM-110

Data Systems

Description: Information on systems used for gathering or amending statistics and other types of information necessary for the operational support of the immigration function and programs. *Topics:* Information systems generally; standard statistical coding for completing forms; information-gathering systems (employment clearance, occupation, transportation tables, native language); data systems (immigrants processed abroad and in Canada, permanent residents, monthly program reports, special information retrieval procedures, foreign nationals visiting Canada). *Storage Media:* Microfilm, magnetic tape or disk.

EIC/IMM-115

Records of Entry

Description: Vital statistics (surname, given names, date of birth, Canadian port of entry) of all persons entering Canada as permanent residents and certain categories of visitors that must be documented (See also EIC/P-PU-230 Permanent Resident Data System). *Topics:* Definition of a permanent resident; of a Canadian citizen; of a deemed resident; of a returning resident; of an unregistered child born abroad of Canadian parents; of a visitor; of a student; of a temporary worker; of a ministerial permit; of a ship deserter; of deportation (expulsion orders, deportation orders, deportation reports, departure notices, confirmations of departure). *Retrievability:* Master index files arranged by surname; ships' names by port of entry; port of entry (arrivals). *Special Access Note:* Records of entry dated before January 1919 are in the custody of the National Archives of Canada. *Storage Medium:* Microforms.

EIC/IMM-120

Admission of Applicants to Canada

Description: Information on policies and programs concerning the admission of applicants to Canada. *Topics:* Policies and programs for the orderly and planned admission of immigrants according to component groups (economic, social and humanitarian immigrants) and of visitors including tourists, temporary workers and foreign students. Related background information including labour market and demographic data. Policies on federal-provincial relations concerning immigration. Description of selection criteria and processing systems. *Storage Medium:* Paper.

EIC/IMM-125

Refugees and Displaced Persons

Description: Policies, procedures and general information on the admission of refugees and displaced persons. *Topics:* Policies and procedures on emergency situations in which large numbers are displaced from their homes or homeland because of war, revolution or natural disaster; descriptions and policy on promises and guarantees for sponsorship, medical aid and settlement programs by churches, organizations, institutions or individuals on behalf of refugees; background on information exchange programs between CEIC and provincial or international governments and agencies, such as the International Institute of Humanitarian Law, the Annual Refugee Plan, the United Nations High Commission for Refugees and the Refugee Status Advisory Committee. *Retrievability:* Files are arranged by subject, country, organization or group. *Storage Media:* Paper and magnetic tapes.

EIC/IMM-126

Immigration and Demographic Analysis

Description: Immigration research and policy analysis and studies of demographic trends. *Topics:* Longitudinal studies of adaptation; work experience of immigrants to Canada; foreign academics in Canada; settlement and integration experiences of family class immigrants; family class workers — sources, occupations and skills; an historical review of emigration from Canada; demographic issues; refugee studies; business immigration studies; review of the current immigration selection criteria to ensure they remain in accordance with labour market requirements, as well as immigration needs and objectives. *Storage Medium:* Paper.

EIC/IMM-130

Settlement Assistance and Transportation Loans

Description: Policy, operations and correspondence on programs designed to help immigrants adjust to Canadian life. *Topics:* General settlement assistance; adjustment assistance for accommodation, clothing, medical services, education and training, emergency assistance; co-operation with ethnic organizations; government funding for voluntary immigrant agencies; reception and counselling services in Canada and abroad; transportation loans provided to those persons accepted as immigrants. *Storage Media:* Paper and magnetic tapes.

EIC/IMM-135

Legislation and Application — Adjudication

Description: Information on the *Immigration Act* and Regulations and related legislation, and on adjudication functions and activities. *Topics:* General correspondence and other documents relating to the Act and Regulations and related legislation, and to adjudication policy, functions and activities; correspondence and other documents relating to various legislation which may impact on Immigration policies and procedures, including the effect of the Charter on the *Immigration Act;* correspondence and other documents relating to natural justice, bias, fairness, the role of the adjudicator; correspondence and other documents relating to appeals and appeals procedure to the Supreme Court of Canada (SCC), the Federal Court of Canada (FCC) and the Immigration Appeal Board (IAB); correspondence and other documents from the Operations Branch relating to policy concerns of interest to Adjudication; correspondence and other documents relating to the refugees and displaced persons, the refugee claims and the refugee determination process. *Storage Medium:* Paper.

EIC/IMM-140

Inquiries — Adjudication

Description: Guidelines and procedures with respect to conducting Immigration inquiries, hearings, presentation of evidence and decisions under the *Immigration Act* and Regulations. *Topics:* Correspondence and other documents relating to policies and procedures with respect to conducting Immigration inquiries, hearings, presentation of evidence and decisions under the Act and Regulations; correspondence and other documents relating to procedures concerning the adjournment and resumption of inquiries, the nature and form of evidence at inquiries, the appointment of representatives pursuant to section 29(5) of the *Immigration Act* and their role at inquiries; correspondence and other documents relating to substantive and procedural issues concerning an adjudicator's jurisdiction: permanent resident issues and removal of persons found at inquiry to be in violation of the *Immigration Act*. *Storage Medium:* Paper.

EIC/IMM-145

Detention — Adjudication

Description: Information on guidelines and procedures with respect to provisions pertaining to detention. *Topics:* Correspondence and other documents relating to policies and procedures on the various statutory provisions pertaining to arrest and detention; jurisdiction of an adjudicator to review detention; form and content of bonds, terms and conditions, retaking into custody and legislative requirements for periodic review of detention. *Storage Medium:* Paper.

EIC/IMM-150

Grounds for Admissibility or Removal

Description: Information on guidelines and procedures pertaining to grounds for removal and admissibility. *Topics:* General correspondence and other documents relating to policies and procedures pertaining to grounds for removal and admissibility, port of entry cases, inland cases, criminal offences cases, eluding enquiry cases, admission by misrepresentation or improper means cases; general correspondence and other documents relating to employment and student authorizations. *Storage Medium:* Paper.

EMPLOYMENT AND IMMIGRATION CANADA

EIC/IMM-151

Refugee Determination

Description: Policies, procedures and general information on the process of making a claim for refugee status in Canada and its disposal by the competent authority. *Topics:* Policies and procedures related to the documentation and control of persons claiming refugee status in Canada, the terms and conditions of their stay in Canada, including welfare, legal aid and employment and the procedures for judicial review. *Retrievability:* Files are arranged by subject. *Storage Medium:* Paper.

EIC/INS-155

Inquiries

Description: Inquiries to the Minister and senior Commission officials. *Topics:* Guidelines for handling inquiries; individual files showing the receipt, processing and preparation of replies; analyses of correspondence received; reports. *Storage Medium:* Paper.

EIC/INS-160

Actuarial Services

Description: Policy, legislation and actuarial criteria for determining financial parameters and analysing the experience under the Unemployment Insurance and Government Annuities Programs. *Topics:* Actuarial Services policy and correspondence; advisory committee reports; operations of the Annuities Program; budgets, expenses and administration; contributions; premium reductions and benefits; cost estimates and premium revenue estimates; *Unemployment Insurance Act* and Regulations (assessment and development of amendment proposals to the Unemployment Insurance Program), statistical reports and labour force data; interface of Unemployment Insurance Program with guaranteed income proposals; other agencies (briefs, views and proposals from public and private sectors); background on the Society of Actuaries and miscellaneous internal working files; public relations and special briefings; supplementary survey from Statistics Canada; Supplemental Unemployment Benefit plans; Wage Loss Registration (WLR) plans (planning, development, operational activities and employer appeals under the registration program of qualified WLR plans); program evaluation; comprehensive review of Unemployment Insurance in 1980s. *Storage Medium:* Paper.

EIC/INS-165

Policy and Legislation Development

Description: Policies, draft legislation, correspondence related to the Unemployment Insurance Program and other benefits provided by CEIC. *Topics:* Legislative reviews, procedures, information and policy papers on eligibility for sickness, maternity and adoption benefits; entitlement to benefit; payments to certain classes of individuals, such as students and teachers; deceased or incapacitated claimants; monies considered as earnings for benefit purposes; payment of benefits to persons undertaking approved training or involved in job creation or work-sharing programs; coverage and insurability of employed workers. *Storage Medium:* Paper.

EIC/INS-170

Briefs and Representations

Description: Information on recommendations for change in the Unemployment Insurance Program and legislation. *Topics:* Views and reaction to Unemployment Insurance legislation; briefs on amendments to programs or legislation received from interested parties. *Storage Medium:* Paper.

EIC/INS-175

Coverage and Premium Policy

Description: Policies on the insurability of employment. *Topics:* Correspondence on the insurability of employment; policy and legislative proposals; operational guidelines; agreements on the insurability of certain classes of workers; matters dealing with formal coverage rulings; insurability appeal; liaison with Revenue Canada Taxation (RCT): minutes of EIC/RCT Appeal Review Committee; review of RCT rulings; minutes of coverage committee meetings; activity reports. *Storage Medium:* Paper.

EIC/INS-180

Supplemental Unemployment Benefits

Description: Information on the approval of Supplemental Unemployment Benefits plans. *Topics:* Policies and guidance; approval of Supplemental Unemployment Benefits plans; activity reports. *Storage Medium:* Paper.

EIC/INS-185

Labour Adjustment Benefit

Description: Information on the administration of the Labour Adjustment Benefit Program. *Topics:* Policies, procedures and correspondence pertaining to labour adjustment benefits; activity reports. *Storage Medium:* Paper.

EIC/INS-190

Benefit Entitlement

Description: Policies and correspondence concerning entitlement. *Topics:* Eligibility for benefits; interruption of earnings; antedating of an application; week of unemployment; earnings; voluntarily leaving an employment; misconduct; labour disputes; refusal of employment; availability; making application in the prescribed manner; inmates of prisons; residence outside Canada; sickness; maternity; entitlement at age 65; fishermen; other benefits (such as supplemental unemployment benefits); retroactivity of decisions; financial penalties under section 47 of the *Unemployment Insurance Act*. *Special Access Note:* For more information on the above, consult the Digest of Benefit Entitlement Principles. *Storage Medium:* Paper.

EIC/INS-195

Ancillary Policies on Benefit Entitlement

Description: Policies and correspondence on issues not classified under the previous class of records. *Topics:* Work-sharing arrangements; job creation; courses of instruction; entitlement to benefits for teachers; overpayments resulting from retroactive decisions; quality control; National Voluntary Services; Youth Training Option. *Storage Medium:* Paper.

EIC/INS-200

Claims Analyses

Description: Case files containing recommendations and decisions on complex or unique situations. *Topics:* Legislative and regulatory basis for the area of concern; background and jurisprudence; relevant data of the case; decisions and rationale. *Storage Medium:* Paper.

EIC/INS-205

Premium Reduction Program

Description: Information on policies and audits pertaining to premium reduction. *Topics:* Legislative and regulatory proposals; policy statements; appeals; development of an approach to auditing employers; audit reports; the granting of UI premium reductions to employers. *Storage Medium:* Paper.

EMPLOYMENT AND IMMIGRATION CANADA

EIC/INS-210
Appeals Directorate
Description: Policies, procedures and correspondence on the national appeals system. *Topics:* Policies and programs relating to appeals to the Board of Referees, the Umpire and the Federal Court of Appeal; procedures for each level of the appeal process; appeal files containing documentation relating to the point at issue; files containing decisions handed down; analyses of the Umpire's decisions; publication and distribution of Umpire's decisions; individual requests for guidance; activity reports. *Storage Medium:* Paper.

EIC/INS-215
Control Policy
Description: Policies, recommendations, correspondence on investigations, prosecutions, administrative penalties, exchanges of information and co-operation in the area of investigations and control. *Topics:* Analysis of problems and issues; analysis of institutional and operational impact; policies regarding investigations and prosecutions; also includes policies and strategies in areas such as agriculture, fishing, and fur trapping; policies governing the conduct of investigators, the exchange of information with federal departments, the provinces or law enforcement agencies; liaison with internal organizational components. *Storage Medium:* Paper.

EIC/INS-220
Planning and Analysis of Control Activities
Description: Information on overall planning, co-ordination and analysis of activities and strategies. *Topics:* Consultations on national and regional goals and objectives; operational planning activities; project outlines; general matters dealing with control of abuse and fraud; analysis of operational statistics; prosecutions and fines; monetary penalties under section 33 of the Act; criminal activities. *Storage Medium:* Magnetic tape or disk.

EIC/INS-225
Control Programs
Description: Procedures, correspondence on control programs, investigations and prosecutions. *Topics:* Correspondence, publicity, evaluations on control programs such as Report on Hirings; guidelines, procedures, correspondence on investigations; authority of investigators; third party or anonymous information; liaison with law enforcement agencies; financial penalties provided for under section 33 of the *Unemployment Insurance Act;* guidelines and procedures for prosecutions; operational and statistical reports. *Storage Medium:* Paper.

EIC/INS-230
Control Programs — Payment of Unemployment Insurance Benefits
Description: Information on guidelines and strategies for the development of control programs. *Topics:* Voluntary disclosures; research projects; control program proposals; approved programs and lead-gathering initiatives for detecting and preventing fraud and abuse; control programs for certain industries, occupations or special classes, e.g., agriculture, fur trapping, forest fire fighters, multiple Unemployment Insurance claims, undeliverable T4Us, Record of Employment. *Storage Medium:* Paper.

EIC/INS-235
Control Programs — Social Insurance Numbers
Description: Information on the development of controls for the social insurance number (SIN). *Topics:* General correspondence; discussion papers; enquiries; investigations concerning the issuance of SINs to immigrants who are not permanent residents; issuance of distinctive SINs (commencing with a "9") to Canadian citizens; persons with multiple SINs; possible fraud involving SINs of deceased persons; transmission of questionable SINs. *Storage Medium:* Paper.

EIC/INS-240
Manual and Automated Report on Hirings
Description: System used by employers to report hirings, manually or by computer tape or printout. *Topics:* General information on the manual and automated subsystems; problems and revisions of the subsystem; guidance to participating employers; interface with Systems and Procedures. *Storage Media:* Magnetic tapes and paper.

EIC/INS-245
Automated Earnings Reporting System
Description: System used by employers to report earnings information to the Commission by computer tape or diskette. *Topics:* General information on the computerized subsystem; problems and revisions of the subsystem; testing procedures; systems interface with the computer group; reports on possible overpayments of unemployment insurance benefits. *Storage Medium:* Magnetic tapes.

EIC/INS-255
Medical Advisory Services
Description: Information on operating policies pertaining to sickness and maternity claims. *Topics:* Correspondence with the medical profession at large or with medical associations; independent medical examiners; schedule of medical fees by provinces; fees for independent medical examiners; operational procedures; copies of documents relating to medical claims; activity and statistical reports. *Storage Medium:* Paper.

EIC/INS-260
Insurance Program Services
Description: Operational policies on the delivery of insurance services and programs; project files including pertinent statistics on a variety of claimant service issues. *Topics:* Procedures and guidelines pertaining to claims for benefit-variable entrance requirements, back-dating of claims, fishing benefits, entitlement at age 65, work-sharing arrangements, assignment of benefits, processing of appeals, claimant interview program, advance payment of benefits, recovery of overpaid benefits; legislative and regulatory proposals and policy for the social insurance number and Government Annuities programs; impact of postal disruptions on claims processing; monitored payment of benefits; representatives of claimants; transfer of claims; liaison with union hiring halls; guidelines on processing claims enquiries; hiring and remuneration of unemployment insurance contract agents; guidelines for the quality monitoring of claims; liaison with claimant groups, union representatives and industry; activity reports; correspondence with both national and regional responsibility centres on topics related to claimant services such as operational guidelines, project activity and levels of performance. *Storage Medium:* Paper.

EIC/INS-265
Interstate Benefits
Description: Co-ordination of the interstate benefit activity and other special arrangements. *Topics:* Correspondence with regions; correspondence with individual states of the United States; reciprocal agreements; liaison with U.S. Railroad Retirement Board, United Kingdom Department of Health and Social Service; operational procedures; activity reports. *Storage Medium:* Paper.

EMPLOYMENT AND IMMIGRATION CANADA

EIC/INS-270

Record of Employment (ROE)

Description: Information on the processing of Record of Employment forms. *Topics:* Procedures, guidelines and correspondence on processing ROE forms and maintaining the ROE information bank. *Storage Media:* Paper, magnetic tapes and microfilm.

EIC/INS-275

Forms Development

Description: Information on the development and control of forms. *Topics:* Individual files containing requests for creating or revising forms, specifications; related correspondence. *Storage Medium:* Paper.

EIC/INS-280

Insurance Management Services

Description: Information on planning, monitoring and analysis of unemployment insurance activities and strategies. *Topics:* Operation planning activities; operations assessment and monitoring; trend analyses and other reports of workload; resource utilization; productivity; quality and speed of service; reports on operational impact of proposals for legislative, policy and procedural change. *Storage Medium:* Paper.

EIC/INS-285

Comprehensive Tracking System

Description: Information on operating policies and procedures pertaining to the review of claim files for the Comprehensive Tracking System. *Topics:* Correspondence with the regions and with the Auditor General's Office; guidance to the regions on the review of claim files; quarterly reports and analysis; copies of claim files reviewed. *Storage Medium:* Paper.

EIC/CJS-290

Labour Market Development

Description: Policy and correspondence on general programs and activities. *Topics:* Correspondence relating to labour market policies, priorities, guidelines and programs; briefs, submissions, reports and other documentation relating to labour market strategies, policies and programs; documentation concerning federal-provincial negotiations and agreements on training programs and strategies; minutes of operational meetings, standing or other committees, conferences, task forces, and seminars conducted in consultation with other government institutions, associations, private sector firms and community bodies; certification of educational institutions and accreditation of training courses. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-292

Skill Investment

Description: Policies, guidelines and correspondence on Skill Investment. *Topics:* Policies and guidelines for implementing the Skill Investment Program; description of Skill Investment Program; reports. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-294

Job Entry

Description: Policies, guidelines and correspondence on Job Entry. *Topics:* Policies and guidelines for implementing the Job Entry program; description of Job Entry program; reports. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-295

Training

Description: Information on the development of legislation, regulations, national strategies and policies relating to employment training programs. *Topics:* Negotiations and agreements at the federal-provincial level; policies and procedures concerning training agreements; courses and certifications; course evaluations and costs; background on training and employment development. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-296

Job Development

Description: Policies, guidelines and correspondence on the Job Development Program. Topics: Policies and guidelines for implementing the Job Development Program; description of Job Development program; reports. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-298

Skill Shortages

Description: Policies, guidelines and correspondence on Skill Shortages. Topics: Policies and guidelines for implementing the Skill Shortages Program; description of Skill Shortages Program; reports. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-300

Industrial Training

Description: Policy and correspondence on training contracts, applicability and program criteria. *Topics:* Policies and procedures concerning applicability of criteria; background on employer training centres and delivery of training programs according to regional needs; descriptions of training and results; reports and minutes of committees such as the labour needs committees; operational planning. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-303

Community Futures

Description: Policies, guidelines and correspondence on Community Futures program. *Topics:* Policies and guidelines for implementing the Community Futures program; description of Community Futures program; reports. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-305

Critical Trade Skills

Description: Policy and correspondence on critical trade skills training. *Topics:* Policies and procedures on developing specific training programs to alleviate critical trade skills shortages; background on design and delivery of programs; descriptions of specific programs, both current and researched, on problems of chronic shortages. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-306

Challenge '87

Description: Policies, guidelines and correspondence on Challenge '87. *Topics:* Policies and guidelines for implementing the Challenge '87 program; description of Challenge '87; reports. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-310

Management Information System

Description: Policy and correspondence on managing program data and statistics. *Topics:* Specifications on program data requirements, nationally and by program; policy and guidelines on reporting statistics; cumulative information on industrial training; plans and models of alternate or adapted reporting systems. *Storage Media:* Paper annd magnetic tapes.

EIC/CJS-315
Youth Projects
Description: Information and correspondence on training programs for disadvantaged youth. *Topics:* Policies and guidelines on youth training projects such as Youth Training Options; contracts with employers who provide training centres for disadvantaged youth; description and results of training projects relating to youth employability and/or reintegration into the labour market. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-320
Institutional Training
Description: Information and correspondence on criterial applicability, institutional training, allowances, and agreements with institutions. *Topics:* Policies and procedures on applicability of criteria; background on Training Allowances and Apprenticeship Training under the *National Training Act;* background on Basic Training, Job Readiness and other programs; description and results of all training programs; and reports and documentation on institutional training generally. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-325
Allowances and Programs
Description: Information and correspondence on various institutional training programs. *Topics:* Applicability of criteria, policies and procedures on training allowances and programs; correspondence on National Training, Basic Job Readiness and Basic Training for Skills Development. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-330
Skills Growth Fund
Description: Policies, procedures and correspondence on applicability of criteria and applicant files. *Topics:* Background on training facility expansion and costs, project proposal assessment and disposition, agreements with provinces and non-profit organizations. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-335
Labour Market Services
Description: Policies and procedures, information and correspondence on labour market services. *Topics:* Strategies, action plans and negotiations with firms and industries in labour market planning; background information and documentation on new development; correspondence and reports on development initiatives, such as northern activities and major industrial projects. *Storage Media:* Paper, magnetic tapes and microfiche.

EIC/EMP-340
Industrial Adjustment Service
Description: Correspondence, information and agreements on assessment and minimization of specific human resource problems. *Topics:* Documentation on specific problems such as plant expansion, results of technological changes, low productivity, plant closure and layoffs. *Storage Media:* Paper, magnetic tapes and microfiche.

EIC/CJS-345
Industry and Labour Adjustment
Description: Policies, correspondence, agreements and results on assistance measures designed to support industrial restructuring and community and worker adjustment. *Topics:* Various assistance measures involving programs of three separate departments: Employment and Immigration, Regional Industrial Expansion, and Labour Canada. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-355
Energy Industry
Description: Documentation on the development of policies and strategies concerning labour market benefits/labour adjustment action plans and negotiations with governments and the oil and gas industry, associations, organizations and companies. *Topics:* General information on energy projects, negotiations with oil and gas firms and governments (joint ventures) concerning labour market benefits, human resource development activities, technology transfers and succession plans; studies on oil and gas exploration and development; policy co-ordination with other federal departments, such as the departments of Energy, Mines and Resources, Industry, Science and Technology and Indian and Northern Affairs, as well as with provincial ministries. *Storage Media:* Paper and magnetic tapes.

EIC/EMO-360
Construction Industry
Description: Documentation on labour market enhancement, job benefits and human resource development strategies which include both management and labour organization. *Topics:* Negotiations with other governments and the construction industry on human resource development; exchange of information with associations, councils, institutions and labour unions on construction industry activities; negotiations in economic and employment benefits, skill/technology transfer, training and human resource planning activities pertaining to management, engineering, and procurement for major construction projects; exchange of information with individual firms on construction industry activities and national housing construction; studies and other aspects of the construction industry as it relates to unions and industrial organizations. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-365
Agriculture Employment Programs and Services
Description: Policies, documentation and correspondence on the development of strategies, action plans and negotiations with the agricultural industry and associations, organizations and companies. *Topics:* Associations, organizations, companies; Canada Agricultural Employment Services Program; Agricultural Employment Services; Caribbean seasonal workers; federal-provincial agreements; seasonal workers' housing; local agricultural employment boards; Mexican seasonal workers; European student tobacco workers; Canadian Rural Transition Program; day-haul transportation assistance for seasonal workers. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-370
Primary Resource Industries
Description: Policies, procedures and information on labour market planning and adjustment activities in the resources sectors. *Topics:* Human resource planning and labour adjustment with the fishing, trapping, forestry, mines, transportation (land, sea, and air) and communications sectors. *Storage Media:* Paper and magnetic tapes.

EMPLOYMENT AND IMMIGRATION CANADA

EIC/EMP-375

Services Sector

Description: Policies, procedures and activities focusing on the labour market and labour market adjustment in the services sector. *Topics:* Strategies and negotiations with the services sector including tourism/hospitality services; retail and wholesale distribution; banking, finance and insurance; arts, heritage and cultural industries; education services; health and social services; electronic data processing; business services; government services. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-380

Manufacturing — Labour Market and Employment Issues

Description: Policies and procedures, information and correspondence on manufacturing activities primarily at the national level. Information highlights labour market and employment issues, and human resource planning. It is also used in the implementation of appropriate labour adjustment responses to support growth or minimize economic downturns on the Canadian labour force. *Topics:* Strategies and negotiations with the manufacturing industry; human resource planning activities in the manufacturing industries such as shipbuilding, automotive and automotive parts, clothing, textiles, electrical and electronics, chemical, plastics, and food, beverage and processing industries as well as the primary and metal industries. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-385

Foreign Workers Policy

Description: Policies and correspondence relating to foreign workers. *Topics:* Recruitment of foreign workers; recruitment and utilization of foreign workers in specific occupational groups; employer's name and address; job and salary offers; locations of employment; demographic data. *Storage Medium:* Paper.

EIC/CJS-390

Employment Development

Description: Policies, guidelines and correspondence on employment development. *Topics:* Policies and guidelines for implementing employment development programs; description of job creation programs. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-395

Canada Works

Description: Policies, guidelines and correspondence on the Canada Works Program. *Topics:* General correspondence; development and management of projects including *Unemployment Insurance Act*, Section 38 and Summer Canada Works projects; job creation projects in diverse areas; documentation and financial data on projects. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-400

Career-Access

Description: Policies, guidelines and correspondence on the Career-Access Program. *Topics:* The Career-Access Program generally; documentation and financial data on agreements. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-405

Job Corps

Description: Policies, guidelines and correspondence on the Job Corps Program. *Topics:* The Job Corps Program generally; the development and management of projects; projects in diverse areas; documentation and financial data on projects. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-410

Local Employment Assistance Development

Description: Policies, guidelines and correspondence on the Local Employment Assistance Develpment Program. *Topics:* Local Employment Assistance Development Program generally; development and management of projects and corporations in diverse areas; documentation and financial data on projects and corporations. *Storage Media:* Paper and magnetic tapes.

EIC/CJS-415

Summer Employment Experience Development and Work Orientation Workshops

Description: Policies, guidelines, documentation and correspondence on SEED and WOW. *Topics:* Operational guidelines for implementing SEED and WOW; internships documentation; correspondence relating to summer student employment programming generally. (All similar records pertaining to the former summer student components of Career-Access and Canada Works.) *Storage Media:* Paper and magnetic tapes.

EIC/EMP-417

Canada Employment Centre Employer Order (New)

Description: Information includes employer's name and location, wages offered, duties, experience required, referrals and results. *Topics:* Employers' requests to the Canada Employment Centre (CEC) for staff and any actions taken; statistics and internal audits; administration of the *Unemployment Insurance Act*. *Storage Media:* Paper, magnetic tapes and microforms.

EIC/EMP-422

Canada Employment Centre (CEC) Employer Records (New)

Description: Documentation on services offered by CEC to employers in each centre's jurisdiction; decisions regarding referral of workers to employers; statistics and internal audits. *Topics:* Employer's name, address and telephone number; human resource requirements; past job vacancies; key personnel and their responsibilities; comments on hiring and selection practices and other observations by counsellors; records of actions taken to fill employers vacancies; reports on visits to employers. *Storage Media:* Paper, magnetic tapes and microforms.

EIC/EMP-425

Employment Operations

Description: Information on operational policy on the delivery of employment services and programs. *Topics:* General information on employment services and programs developed in order to promote the efficient functioning of the labour market. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-435

Clearance

Description: Information on the administration of the National Job Bank clearance system. *Topics:* General correspondence; liaison with other national headquarters components to discuss program requirements; operational procedures; guidance to the regions; management and statistical reports. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-440
Outreach
Description: Information on personalized employment-related services supported by community-based agencies. *Topics:* General correspondence; project files containing descriptions of clientele and activities, estimate of human and financial resources, analysis and evaluation by the Regional Review Committee, approval of continued funding; activity, statistical and financial reports. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-445
Services to Employers
Description: Information on the development of policies and programs to support the management of services to employers. *Topics:* Correspondence on the identification of human resource needs of employers; systems and guidelines supporting the labour exchange services; development of training needs analysis of CEC staff; training policies and contractual arrangements for the development of the competency-based training program; guidelines on the management of services to employers; guidelines on the utilization of labour market information. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-450
Career Counselling
Description: Policies, methods and materials for employment counselling and testing. *Topics:* Correspondence on the counselling function; development of job search techniques (CJST) and supporting publications; correspondence relating to the testing of clients (General Aptitude Test Battery) in connection with counselling; purchase of diagnostic services to assist counsellors in the counselling function. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-455
Occupational and Career Information
Description: Classification of occupations in the labour market. *Topics:* Analysis of information concerning occupations, trades, crafts and professions; preparation and distribution of publications such as the series on Occupational Trade Analyses, and the Canadian Classification and Dictionary of Occupations (CCDO). Career information systems such as CHOICES. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-460
Youth Employment
Description: Information on employment programs to meet the needs of youth. *Topics:* Development of national policies, strategies and guidelines related to the employment of youth, e.g., Canada Employment Centres on Campus, Canada Employment Centres for Students, and Specialized Youth Units. *Storage Media:* Paper, magnetic tapes and microforms.

EIC/EMP-465
Native Employment
Description: Information on employment programs and strategies to meet and improve the employment needs of native people. *Topics:* Liaison with councils, brotherhoods, bands, associations representing native people; reports on the needs and migration of natives; liaison with other government departments; impact of human rights legislation on native employment; discussion papers; policies, programs and strategies pertaining to the employment of natives generally, native women and native youth; marketing and advertising native skills; activity reports. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-470
Women's Employment
Description: Information on policies and strategies to improve the employment opportunities of women. *Topics:* Correspondence with national women's organizations; liaison with women's groups; policies, plans and strategies relating to the employment needs of women; activity reports, occupational integration of women into non-traditional roles; federal/provincial/territorial collaboration with Status of Women Canada. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-475
Disabled Persons
Description: Information on the development and co-ordination of policies and strategies to ensure equality of employment opportunity for disabled Canadians. *Topics:* Liaison and correspondence with national organizations of disabled people and other government departments, such as the Advisory Committee to the President of the Treasury Board, the Status of Disabled Persons Secreatariat, and Secretary of State, Health and Welfare Canada and major national consumer organizations of/for disabled persons; policies, plans and strategies relating to the employment of disabled persons; activity reports; specific program and project files. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-476
Visible Minorities
Description: Information on policies, strategies and programs to improve employment opportunities for visible minorities. *Topics:* Correspondence with Canadian Human Rights Commission, Treasury Board Secretariat, Department of the Secretary of State, visible minorities organizations, visible minority and immigrant women's organizations. Liaison with other government and non-government organizations; impact of legislation, policies, strategies, programs and special studies relating to visible minorities employment. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-480
Special Groups
Description: Information on policies and strategies to improve the employability of members of special groups. *Topics:* Policies, strategies, guidelines and activities to meet the employment needs of special groups such as older workers and welfare recipients; liaison with government and non-government agencies having a specific interest; activity and statistical reports. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-481
Employment Equity — General
Description: Policy, general information and correspondence pertaining to employment equity. *Topics:* Correspondence relating to employment equity policies, proposals, priorities and guidelines; briefing notes, speakers' notes, ministerial communiqués, technical training manuals, designated groups' training packages; public relations material; directorates' operational plans, regional consultants' quarterly reports; internal tracking system; minutes from workshops, meetings and conferences; designated group proposals and correspondence. *Storage Media:* Paper and magnetic tapes.

EMPLOYMENT AND IMMIGRATION CANADA

EIC/EMO-484

Federal Contractors Program for Employmemt Equity

Description: Information on the implementation of employment equity by contractors with 100 employees or more and who seek to provide goods and services to the federal government. *Topics:* Guidelines for contractors; interdepartmental correspondence; minutes of interdepartmental committees on employment equity; directorate operational plans and studies; review and assessment reports; ministerial communiqués; general correspondence; goals and objectives of the Federal Contractors Program. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-490

Technical Services

Description: Development and dissemination of data on designated groups, formatting and dissemination of availability data; design and operation of micro-computer programs to analyze employment equity reports submitted annually by federally regulated employers; development of operational definitions of designated groups, technical training, maintenance of research centre. *Topics:* General correspondence, information on research relating to the employment of target groups, data on target groups, development and maintenance of a resource centre and of a number of repositories across Canada of employment equity reports. *Storage Media:* Paper and magnetic tapes.

EIC/EMP-495

Monitoring, Assessment and Analysis of Operational Activities

Description: Information on the monitoring, assessment and analysis of operational activities. *Topics:* Goals, objectives and plans of the Branch; minutes of the Performance Measurements Steering Committee; trend analyses; reports on operational performance; reports on monitoring and assessment projects. (The Branch makes use of the many narrative and statistical reports emanating from the program and support areas.) *Storage Media:* Paper and magnetic tapes.

EIC/EMP-496

Employment Equity — LEEP

Description: Employment equity legislation; inquiries and representations; memoranda; policies and procedures, methodologies, guidelines and technical reference papers; directorate's operational plans and studies; activities reports; general correspondence. *Topics: Employment Equity Act*, Regulations and Schedules; consultation with employer groups, worker representatives and unions, designated groups, designated group organizations (consultants, individuals, etc.); industrial sectors; employers' reports; availability data; annual report to Parliament 1988. *Storage Media:* Paper and magnetic tapes.

EIC/SYS-500

Employment Development

Description: Information on systems supporting the administration of employment development programs and related programs of the Canadian Jobs Strategy. *Topics:* Correspondence; status reports. Information held in EDP systems is organized under the following titles: Jobs Development, Innovations, Community Futures, Challenge Program, Coordinating Group Contracts, Canada Community Development, Canada Community Services, Canada Works — 1984, Canada Works/Young Canada Works, Career-Access, Employment for the Disadvantaged, Employment Tax Credit Program, Job Corps, Local Employment Assistance Program, Local Employment Assistance Development, New Employment Expansion and Development Program, Portable Wage Subsidy Program, Summer Career-Access 1984, Summer Employment/Experience Development 1985. *Storage Media:* Magnetic tapes and paper.

EIC/SYS-505

Employment Training

Description: Information on systems supporting administration of Employment Training programs and related programs of the Canadian Jobs Strategy. *Topics:* Correspondence; status reports. Information held in EDP systems is organized under the following titles: Job Entry, Skill Shortages, Skill Investment, CJS Direct Purchase Training Option, Coordinating Group Trainees, Course Purchase Notice Information, Critical Trades Skills Training, Institutional Training/UI Payment Immigration Loans Cross-match System, Institutional Training Wait-Listed Clients, National Industrial Training Program, National Institutional Training, Youth Training Option and Job Entry Information, General Accounts Receivable — EIC Programs, Follow-up Survey Information (Training Programs). *Storage Media:* Magnetic tapes and paper.

EIC/SYS-510

Employment Client Services

Description: Information on systems supporting administration of Employment Client Services. *Topics:* Correspondence, status reports. Information held in EDP systems is organized under the following titles: Canada Mobility Program, Canadian Classification and Dictionary of Occupations, Canadian Jobs Strategy Participant Follow-up Survey Information, Client/Claimant Index, National Job Bank. *Storage Media:* Magnetic tapes and paper.

EIC/SYS-515

Benefit Pay (Insurance)

Description: Information on systems supporting administration of the UI benefit program. *Topics:* Correspondence, status reports. The following is available on EDP System: Benefit Pay Systems — processes applications for claims under the *Unemployment Insurance Act* and Regulations; processes the claimants' report cards, produces UI payments; updates status of claims; maintains a history of overpayments; produces daily, monthly and quarterly statistical reports on operations, overpayments and UI fund accounting; produces T4U/TP4U showing benefits paid and income tax deducted for each claimant; supports associated enquiry functions in local and regional offices. *Storage Media:* Magnetic tapes and paper.

EIC/SYS-520

Liaison and Procedures (Insurance)

Description: Information on clerical procedures in CECs and regional computer centres. *Topics:* Correspondence; policy and systems changes that impact on clerical procedures; reports of visits to regions; training plans for new or revised procedures and ongoing training requirements. *Storage Media:* Magnetic tapes and paper.

EIC/SYS-525

Control (Insurance)

Description: Information on systems supporting EIC control activities. *Topics:* Correspondence, status reports. Information held in EDP systems is organized under the following titles: Record of Employment Systems, Overpayment Detection Systems, Employer-Registration (Premium Reduction) Program, Tracking EIC Debtors from Employment Records, Comparison of Claimant Data to Detect Possible SIN and UI Abuse, Micrographic Listings for the General Control of UI Programs, Record of Offences, Benefit Pay Extracts, Statistics, Merges, Microfiche, Document Control System, Comprehensive Tracking System, Family Orders and Agreements; Tracking System, Employer Master File System. *Storage Media:* Magnetic tapes and paper.

EIC/SYS-530
Support (Insurance)
Description: Information on support for the implementation of Employment and Benefit EDP systems, including micrographics. *Topics:* Correspondence; evaluation reports. *Storage Media:* Magnetic tapes and paper.

EIC/SYS-535
Advanced Systems
Description: Information on the development and implementation of advanced technology systems. *Topics:* Research and correspondence on advanced technological systems; operational problems, performance reports on the employment and insurance on-line systems; Treasury Board submissions; correspondence with users on software requirements for CHOICES (Computerized Heuristic Occupational Information and Career Exploration Systems). Information held in EDP systems is organized under the following title: National Employment Services System (NESS) — provides, via computer terminals, data on jobs available, employers, job seekers, referrals to employment and related data. *Storage Media:* Magnetic tapes and paper.

EIC/SYS-540
Social Insurance Number Registration
Description: Systems supporting administration of the SIN program. *Topics:* Correspondence; status reports. Information held in EDP systems is organized under the following title: Social Insurance Number Registration Program — data bank of all SINs issued in Canada, used to validate SIN data; produces reports and micrographics. *Storage Media:* Magnetic tapes and paper.

EIC/SYS-545
Annuities
Description: Systems supporting administration of the Canadian Government Annuities program. *Topics:* Correspondence; status reports. Information held in EDP systems is organized under the following title: Annuities Program — produces payments, T4 slips for annuity contracts in payment, related financial, actuarial and administrative reports; data bank for contracts not yet in payment — includes premium collection, related reports and micrographic listings. *Storage Media:* Magnetic tapes and paper.

EIC/SYS-550
Immigration
Description: Systems supporting administration of the Immigration Program. *Topics:* Correspondence; status reports. Information held in EDP systems is organized under the following titles: Enforcement, General Immigration Data, Landed Immigrant Data, Stock Inventory Control System, Visitor Data. *Storage Media:* Magnetic tapes and paper.

EIC/SYS-555
Management Data
Description: Computerized information systems of a financial, personnel, administrative and operational performance measurement nature. *Topics:* Correspondence; status reports; minutes of meetings. Information held in EDP systems is organized under the following titles: Immigration Program: Accounts Receivable — provides for the accounting, control and billing of loans granted to immigrants; Employment and Immigration Information System (EIIS) — financial position of commitments, advances, overall non-salary items within EIC; year-to-date financial, person-month, performance measurement information; employee information that allows production of certain personnel reports and reports for management and central agencies. Personnel Management Information System (PMIS) — contains details of organization, positions, salaries and personnel. *Storage Media:* Magnetic tapes and paper.

EIC/SYS-560
Technical Support
Description: Information on the development and design of hardware, software, database, information centre, administration of data, EDP Policy, Training, EDP Standards, and contracts. *Topics:* Correspondence; tenders and contracts; security of EDP installations; study on radiation from terminal screens; computer activity reports; systems and programming standards; software master control programs and utilities for all systems, EDP policy, database studies, schedules and information, EDP standards and contracting documentation. *Storage Media:* Magnetic tapes and paper.

EIC/SYS-565
Computer Operations
Description: Development and application of policies, standards and procedures for EDP installations. *Topics:* Policies and standards; training plans; EDP operational procedures; call reports, operational emergencies, computer back-up by EDP installation; contingency plans; security; correspondence with suppliers, service bureaus; liaison with regional computer centres concerning site hardware specifications, production software, related operational support; reports on EDP and associated clerical processing operations. *Storage Media:* Magnetic tapes and paper.

EIC/SYS-575
Forms Management
Description: Information on policies and procedures on forms management. *Topics:* Correspondence; bulletins on departmental forms, use of the departmental logo, bilingual format in forms; unauthorized forms; information brochures; minutes of meetings of the Forms Management Committee and the Forms Co-ordination Committee; obsolete forms survey; activity reports and statistics. *Storage Media:* Magnetic tapes and paper.

EIC/SYS-580
Forms Design and Control
Description: Information on the development and control of forms. *Topics:* Individual files containing requests for creating or revising forms, specifications; related correspondence. *Storage Media:* Magnetic tapes and paper.

EIC/NSB-585
Social Insurance Number Registration
Description: Information on applying for social insurance numbers. *Topics:* Correspondence on legislative and regulatory proposals; processing SIN applications; supporting documentation (proof of identity) for Canadian citizens, permanent residents and individuals who are neither Canadian citizens nor permanent residents; replacement SIN cards; amendments to SIN records; mass applications; internal control and issuance of individual SINs;

production and activity reports; studies on the SIN program. *Storage Medium:* Paper.

EIC/NSB-590
Release of Information
Description: Information on the release or exchange of SIN information. *Topics:* Guidelines and correspondence on the release of SIN information to individuals, other government departments or agencies; exchange of information and data with other government departments. (Details on the release of SIN information may be obtained by referring to the Personal Information Index.) *Storage Medium:* Paper.

EIC/NSB-595
Record of Employment
Description: Information on the processing of the third copy of the Record of Employment (ROE). *Topics:* Procedures, guidelines and correspondence on the processing of the third copy of the ROE forms and maintaining the ROE information bank. *Storage Medium:* Paper.

EIC/NSB-600
Tax Inquiries (T4U/TP4U)
Description: Requests for information on the T4U/TP4Us. *Topics:* Procedures for handling inquiries; issuing duplicate T4U/TP4Us; general correspondence. *Storage Medium:* Paper.

EIC/NSB-605
Annuities Program
Description: Information on the administration of Canadian government annuities contracts. *Topics:* Correspondence on legislative and regulatory proposals; operational procedures; activity, statistical, actuarial and financial reports; surveys, and studies on the program. *Storage Medium:* Paper.

EIC/NSB-610
Unemployment Insurance Premium Reduction Program
Description: Information on the granting and control of unemployment insurance premium reductions for employers with qualified salary replacement plans. *Topics:* Operational procedures; employer files containing applications, documentation, enquiries, complaints, appeals and audit reports; general enquiries; internal control of quality; monthly microfilm or microfiche listings of employers with qualified or non-qualified salary replacement plans; operational and statistical reports. *Storage Media:* Paper, microfiches and magnetic tapes.

THE DEPARTMENT

EIC/SPP-301 *Formerly identified as:* EIC/CJS-301
Innovations
Description: Policies, guidelines and correspondence on Innovations. *Topics:* Policies and guidelines for implementing the Innovations program; description of Innovations program; reports. *Storage Media:* Paper and magnetic tapes.

EIC/PAF-615
Organization and Planning
Description: Information on organization, objectives and operational plans. *Topics:* Information plans; organization charts; the current corporate planning cycle; the operational budget; operational plans; financial reports; the EIC communications strategy. *Storage Media:* Paper and magnetic tapes.

EIC/SPP-619
Surveys
Description: Surveys relating to EIC policies, programs and services. *Topics:* Survey data and related analyses used for the development of communications strategies. *Storage Medium:* Magnetic tapes.

EIC/SPP-620
General
Description: Analyses and assessments of EIC policies. *Topics:* Overall development of policies; analysis of plans and programs; assessment of policies for Benefit, Immigration and Labour Market Programs. *Storage Medium:* Paper.

EIC/SPP-625
Census
Description: Statistical surveys relating to EIC programs. *Topics:* Statistical surveys developed for collecting census data on EIC programs and activities for Statistics Canada. *Storage Medium:* Magnetic tapes.

EIC/SPP-630
Research
Description: Non-program or policy specific EIC research. *Topics:* Reports on general EIC research not related to particular policies or programs. *Storage Medium:* Paper.

EIC/SPP-635
Canadian Occupational Projection System (COPS)
Description: Development of occupational labour market supply- and demand-related analyses and projections in the light of historical, current, and projected labour market conditions, using survey and other data gathered for these purposes. *Topics:* Analysis of economic and industrial, and occupational employment growth projections and their implications; analysis of trends and projections in enrolments and graduations from educational and training institutions and subsequent labour market experiences of graduates; analysis of private sector training and recruitment activities and in-depth sectoral studies focussing on anticipated human resource developments in individual sectors; assessments of the impacts of technological change on occupation/skill needs on a sectoral and economy-wide basis; analysis of labour market adjustment; in-depth analysis of individual occupational groups; assessment of related administrative data (immigration, unemployment insurance claimant data by occupational group aggregates, National Job Bank data) from an occupational labour-market analysis viewpoint. *Storage Medium:* Paper.

EIC/SPP-640
Strategic Planning
Description: Projects associated with Commission/Department preparation of medium- and long-term plans. *Topics:* Ongoing scanning of broad long-term socioeconomic developments to assess their potential impact on human resources, labour market, income maintenance and immigration policies; identification of broad strategic options to address gaps between current departmental operations and environmental trends; preparation of a planning environment assessment document, and the Commission/Department strategic planning framework/strategic overview. *Storage Media:* Paper, magnetic tapes, slides and video.

EMPLOYMENT AND IMMIGRATION CANADA

EIC/SPP-645

General Planning

Description: Activities associated with intra-departmental development and co-ordination of short-term planning requirements. *Topics:* Co-ordination or development of Strategic Policy and Planning and Commission/departmental inputs into the Planning and Accountability Process, including short-term corporate priorities; operational plans, managerial contracts and budgets; performance measures and resource allocation; monitoring of corporate and program/service/regional activities; analysis of the Planning and Accountability Process. *Storage Media:* Paper and magnetic tapes.

EIC/SPP-650

Data Development

Description: Information on projects associated with developing CEIC program data sources. *Topics:* Studies and projects on the development and maintenance of existing data systems such as the Longitudinal Labour Force Tracking File, Labour Force Survey Data, training files, benefit overpayment files and the National Job Bank; Strategic Policy and Planning inputs to Access to Information and Privacy; description of agreements on information exchange; co-operative agreements with provinces on developing new labour market databases. *Storage Medium:* Magnetic tapes.

EIC/SPP-655

International Analysis and Regional Relations

Description: Information on projects associated with regional economic services and international organizations and conferences. *Topics:* Liaison with regional economic services and national conferences; projects relating labour market information and local planning strategies; and information on international labour market programs and services. *Storage Media:* Paper and magnetic tapes.

EIC/SPP-660

OECD Manpower and Social Affairs Committee

Description: Information on projects associated with Canada's involvement in the activities of the Organization for Economic Co-operation and Development (OECD) manpower and social affairs committee. *Topics:* Studies and projects addressing the analysis of papers and the preparation of briefing material for the manpower and social affairs committee ministerial-level conference; revision of the Canadian inventory of federal employment and manpower measures; papers and reports on the manpower and social affairs committee and the working party on employment. *Storage Media:* Paper and magnetic tapes.

EIC/SPP-665

Evaluation of Immigration Programs

Description: Information on the efficiency and effectiveness of the Immigration Program. *Topics:* Studies and projects on the assessment of the overall impact of the Immigration Program including an evaluation of refugee programs; evaluation of refugee sponsorship programs; study of the impact of refugee programs on Canada Immigration Centre (CIC) and Canada Employment Centre (CEC) operations; examination of visa officer and port-of-entry officer decision-making processes; evaluation of the entrepreneurial immigration program and its impact on the Canadian economy; evaluation of the effectiveness of Primary Inspection Line (PIL) at airports; information on immigration recruitment and selection activities and subsequent labour market performance by class. *Storage Media:* Paper and magnetic tapes.

EIC/SPP-670

Unemployment Insurance Program Evaluation

Description: Information on the efficiency and effectiveness of the Unemployment Insurance Program. *Topics:* Evaluation of the overall impact of the Unemployment Insurance Program including consideration of the effectiveness of the following components: regular benefits, sickness benefits, adoption/maternity benefits and fishing benefits. Evaluation of the effectiveness and consideration of alternatives to the following components: Premium Reduction Program, Work Sharing Program, Appeal System. Evaluation of Investigation and Control components including automated unreported earning detection systems and assessment of their prevention, detection and deterrence capabilities. Evaluation of Regional Computer Centres and social insurance numbers. Evaluation of the effectiveness of the Control Strategy, including a measurement of the abuse rate. *Storage Medium:* Magnetic tapes.

EIC/SPP-675

Evaluation of Job Creation and Employment Services

Description: Information on the efficiency and effectiveness of job creation programs and the employment services. *Topics:* Studies and projects on assessment of the overall impact of employment services, including consideration of the effectiveness of Canada Employment Centres' human resource development, placement and labour market information services. Evaluation studies also include the assessment of the overall impact of job creation measures, specialization services units and Adjustment Services. *Storage Medium:* Magnetic tapes.

EIC/SPP-680

Human Resource Development Programs

Description: Reports, supporting analyses and other documents related to evaluations of EIC human resource development programs. *Topics:* Evaluations of programs under the Canadian Jobs Strategy; programs under the *National Training Act* and the *Adult Occupational Training Act*; youth training programs; programs for the employment-disadvantaged. *Storage Media:* Paper and magnetic tapes.

EIC/SPP-690

Unemployment Insurance Program Policy Development and Analysis

Description: Information on the analysis and development of unemployment insurance policy to accommodate changing socioeconomic and other influences affecting the labour market. *Topics:* Studies and projects on the assessment of the economic and labour market effects of unemployment insurance; consideration of the adequacy of unemployment insurance benefit levels in relation to such factors as family composition and size, multiple-income families and different income classes; assessment of labour market efficiencies in light of such influences as an experience rating system; examination and forecasting of unemployment insurance benefit expenditures and revenues; analysis of the maternity benefit program; assessment of the developmental uses of UI including training, job creation and work sharing. *Storage Media:* Paper and computer diskettes.

EIC/SPP-695

Unemployment Insurance Program Impact Analysis

Description: Information on the analysis of the effects of unemployment insurance on claimants, their dependants, the unemployed and the economy in general. *Topics:* Analysis of income protection for unemployed persons not receiving unemployment insurance benefits; studies of the extent to which the UI Program facilitates labour market adjustments; assessment of financial hardships experienced by UI benefit exhaustees; studies of the UI economic stabilization effects; assessment of the utility and appropriateness of unemployment insurance coverage for various groups of labour force participants. *Storage Media:* Paper and computer diskettes.

EIC/SPP-705
Labour Market Studies
Description: Policy-oriented analytical studies on the structure and operation of the labour market in Canada and other countries for labour market policy and program development in EIC. *Topics:* Studies related to the analysis of unemployment and structural labour market problems; analysis of labour market dynamics; development of quantitative models for policy making, and provision of special studies and analytical advice to EIC operational and policy branches; analysis and simulation of the effects of structural change on labour adjustment (including Canada-U.S. bilateral trade policy); development of models to assess the employment implications of changes in wage and non-wage labour costs (including issues related to income tax reform); analysis of training in industry and technological change; longitudinal studies and projects relating to labour market dynamics including examination of the flow of labour into and out of the labour force; special projects such as labour market experience of women, male-female wage differentials, trends in long-term unemployment, the impact of technological change on female employment; Social Assistance Recipients (SARs), New Brunswick file. *Storage Medium:* Paper.

EIC/SPP-710
Labour Market Policy Analysis
Description: Development, analysis and assessment of labour market strategies and policies in the light of current and forecast labour market conditions. *Topics:* Analysis of labour market needs of individuals and employers; development and analysis of data pertaining to specific labour force participants such as youth, women, the long-term unemployed, aboriginals and others; analysis of strategies, policies and programs relating to such groups and others. *Storage Medium:* Paper.

EIC/SPP-711
Labour Market Program Analyses
Description: Analysis of the needs of various groups for training or employment and of the adequacy of existing programs. *Topics:* Analysis of needs and program participation of target groups; design and analysis of labour market surveys to monitor the impact of programs; advice on labour market surveys; operation of models on program participation; selected short studies on timely labour market issues. *Storage Media:* Paper and magnetic tapes.

Deleted Classes of Records

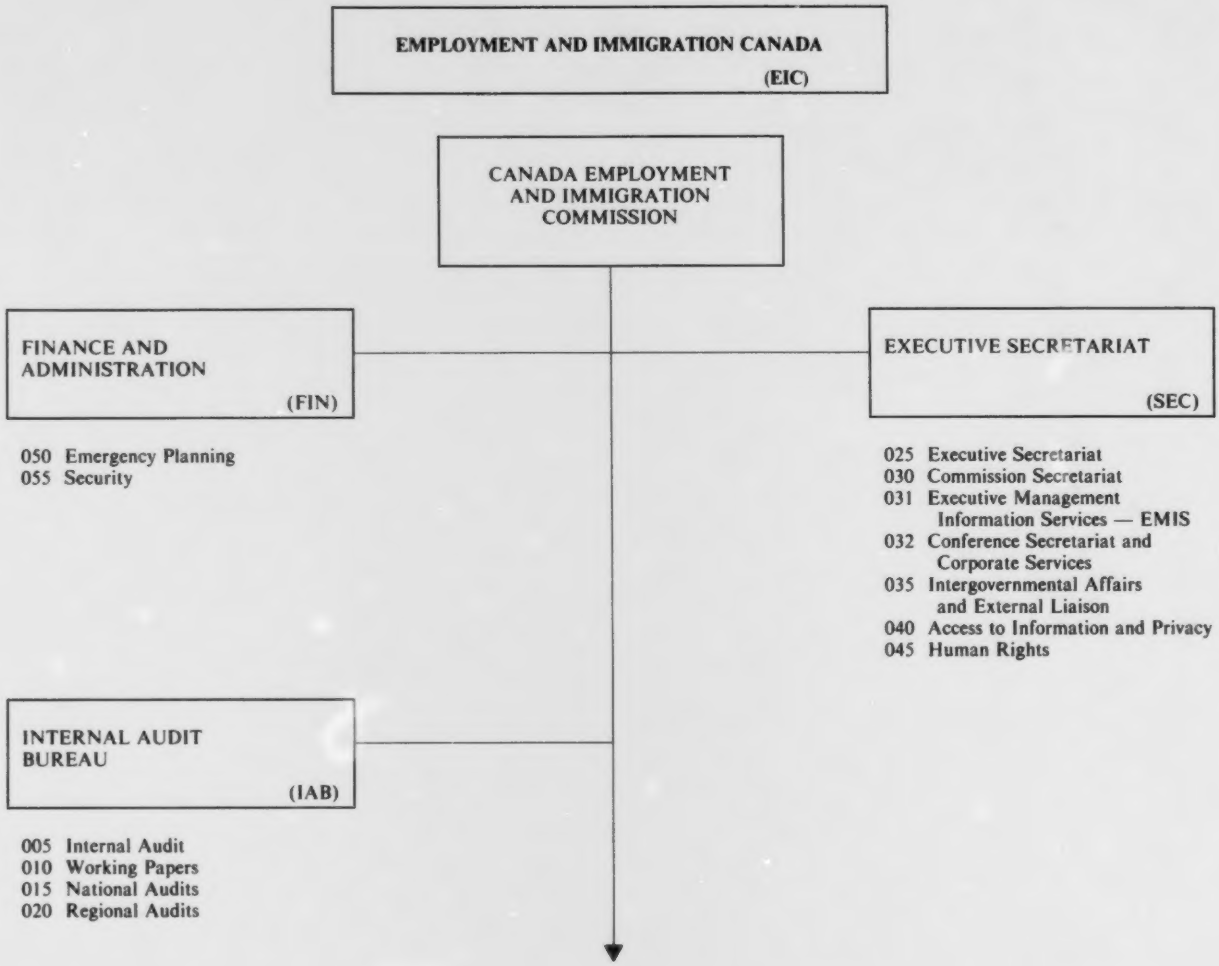
The following classes of records have been transferred to the National Archives of Canada:

EIC/PER-060	Corporate Initiatives
EIC/IMM-100	Monitoring and Analysis
EIC/INS-286	Insurance Claimant Services
EIC/EMP-350	Canadian Industrial Renewal Program
EIC/EMP-420	Inquiries
EIC/EMP-485	Private Sector
EIC/SYS-570	Management Advisory Services

The following class of records has been incorporated into EIC/INS-240:

EIC/INS-250	Automated Report on Hirings

EMPLOYMENT AND IMMIGRATION CANADA


EMPLOYMENT AND IMMIGRATION CANADA
(EIC)
CANADA EMPLOYMENT AND IMMIGRATION COMMISSION
FINANCE AND ADMINISTRATION
(FIN)
EXECUTIVE SECRETARIAT
(SEC)
INTERNAL AUDIT BUREAU
(IAB)

FINANCE AND ADMINISTRATION (FIN)

050 Emergency Planning
055 Security

EXECUTIVE SECRETARIAT (SEC)

025 Executive Secretariat
030 Commission Secretariat
031 Executive Management Information Services — EMIS
032 Conference Secretariat and Corporate Services
035 Intergovernmental Affairs and External Liaison
040 Access to Information and Privacy
045 Human Rights

INTERNAL AUDIT BUREAU (IAB)

005 Internal Audit
010 Working Papers
015 National Audits
020 Regional Audits

EMPLOYMENT AND IMMIGRATION CANADA

IMMIGRATION PROGRAM (IMM)

065 General
070 Identification and Travel Documents
075 Enforcement
080 Exclusion and Removal
085 Transportation
090 Special Events — Entry to Canada
095 Examination of Persons — Visitors and Immigrants
105 Enforcement Intelligence
110 Data Systems
115 Records of Entry
120 Admission of Applicants to Canada
125 Refugees and Displaced Persons
126 Immigration and Demographic Analysis
130 Settlement Assistance and Transportation Loans
135 Legislation and Application — Adjudication
140 Inquiries — Adjudication
145 Detention — Adjudication
150 Grounds for Admissibility or Removal
151 Refugee Determination

INSURANCE (INS)

155 Inquiries
160 Actuarial Services
165 Policy and Legislation Development
170 Briefs and Representations
175 Coverage and Premium Policy
180 Supplemental Unemployment Benefits
185 Labour Adjustment Benefit
190 Benefit Entitlement
195 Ancillary Policies on Benefit Entitlement
200 Claims Analyses
205 Premium Reduction Program
210 Appeals Directorate
215 Control Policy
220 Planning and Analysis of Control Activities
225 Control Programs
230 Control Programs — Payment of Unemployment Insurance Benefits
235 Control Programs — Social Insurance Numbers
240 Manual and Automated Report on Hirings
245 Automated Earnings Reporting System
255 Medical Advisory Services
260 Insurance Program Services
265 Interstate Benefits
270 Record of Employment (ROE)
275 Forms Development
280 Insurance Management Services
285 Comprehensive Tracking System

EMPLOYMENT AND IMMIGRATION CANADA

CANADIAN JOBS STRATEGY (CJS)

290 Labour Market Development
292 Skill Investment
294 Job Entry
295 Training
296 Job Development
298 Skill Shortages
300 Industrial Training
303 Community Futures
305 Critical Trade Skills
306 Challenge '87
310 Management Information System
315 Youth Projects
320 Institutional Training
325 Allowances and Programs
330 Skills Growth Fund
345 Industry and Labour Adjustment
390 Employment Development
395 Canada Works
400 Career-Access
405 Job Corps
410 Local Employment Assistance Development
415 Summer Employment Experience Development and Work Orientation Workshops

EMPLOYMENT SERVICES (EMP)

335 Labour Market Services
340 Industrial Adjustment Service
355 Energy Industry
360 Construction Industry
365 Agricultural Employment Programs and Services
370 Primary Resource Industries
375 Services Sector
380 Manufacturing — Labour Market and Employment Issues
385 Foreign Workers Policy
417 Canada Employment Centre Employer Order
422 Canada Employment Centre (CEC) Employer Records
425 Employment Operations
435 Clearance
440 Outreach
445 Services to Employers
450 Career Counselling
455 Occupational and Career Information
460 Youth Employment
465 Native Employment
470 Women's Employment
475 Disabled Persons
476 Visible Minorities
480 Special Groups
481 Employment Equity — General
484 Federal Contractors Program for Employment Equity
490 Technical Services
495 Monitoring, Assessment and Analysis of Operational Activities
496 Employment Equity — LEEP

EMPLOYMENT AND IMMIGRATION CANADA

SYSTEMS AND PROCEDURES (SYS)

500 Employment Development
505 Employment Training
510 Employment Client Services
515 Benefit Pay (Insurance)
520 Liaison and Procedures (Insurance)
525 Control (Insurance)
530 Support (Insurance)
535 Advanced Systems
540 Social Insurance Number Registration
545 Annuities
550 Immigration
555 Management Data
560 Technical Support
565 Computer Operations
575 Forms Management
580 Forms Design and Control

NATIONAL SERVICES DIRECTORATE (NSB)

585 Social Insurance Number Registration
590 Release of Information
595 Record of Employment
600 Tax Inquiries (T4U/TP4U)
605 Annuities Program
610 Unemployment Insurance Premium Reduction Program

DEPARTMENT OF EMPLOYMENT AND IMMIGRATION

STRATEGIC POLICY AND PLANNING (SPP)

301 Innovations
619 Surveys
620 General
625 Census
630 Research
635 Canadian Occupational Projection System (COPS)
640 Strategic Planning
645 General Planning
650 Data Development
655 International Analysis and Regional Relations
660 OECD Manpower and Social Affairs Committee
665 Evaluation of Immigration Programs
670 Unemployment Insurance Program Evaluation
675 Evaluation of Job Creation and Employment Services
680 Human Resource Development Programs
690 Unemployment Insurance Program Policy Development and Analysis
695 Unemployment Insurance Program Impact Analysis
705 Labour Market Studies
710 Labour Market Policy Analysis
711 Labour Market Program Analyses

PUBLIC AFFAIRS (PAF)

615 Organization and Planning

YOUTH AFFAIRS

ACCESS TO INFORMATION
CO-ORDINATOR
PUBLIC RIGHTS ADMINISTRATION
EMPLOYMENT AND
IMMIGRATION CANADA
4th FLOOR
PLACE DU PORTAGE, PHASE IV
140 PROMENADE DU PORTAGE
HULL, QUEBEC
(MAIL: OTTAWA, ONTARIO K1A 0J9)

Chapter 41

ENERGY, MINES AND RESOURCES CANADA

A. GENERAL INFORMATION

Historical Background

Previously known as the Department of Mines and Technical Surveys, the Department of Energy, Mines and Resources (EMR) was created in 1966 by the *Department of Energy, Mines and Resources Act*. Some branches of the Department have been in existence for more than a century.

Responsibilities

Energy, Mines and Resources Canada explores Canada's landmass and manages the research and development of energy and mineral technology. The Department also administers policies and programs to ensure the equitable development and sound management of Canada's mineral and petroleum resources. The Department has three major programs: Minerals and Earth Sciences, Energy and Administration.

Legislation

- Access to Information Act
- Alberta-British Columbia Boundary Act
- Arctic Waters Pollution Prevention Act
- Atlantic Accord Implementation Act
- Atomic Energy Control Act
- British Columbia Act
- Canada Act, 1982
- Canada Business Corporation Act
- Canada Explosives Act and Regulations
- Canada Lands Surveys Act
- Canada-Nova Scotia Oil and Gas Agreement Act
- Canada Oil and Gas Act
- Canada Petroleum Resources Act
- Canada-Saskatchewan Heavy Oil Development Agreement
- Canadian Exploration and Development Incentive Program Act
- Canadian Exploration Incentive Program Act
- Canadian Home Insulation Program Act
- Canadian Income Tax Act — section 248
- Canadian Ownership and Control Determination Act
- Cooperative Energy Act
- Crow's Nest Pass Rate Agreement
- Electoral Boundaries Readjustment Act
- Emergencies Act, 1988
- Emergency Preparedness Act, 1988
- Energy Administration Act
- Energy Monitoring Act
- Energy Supplies Emergency Act
- Export and Import Permits Act
- Financial Administration Act
- Government Organization Act
- Home Insulation (Nova Scotia and PEI) Program Act
- Human Rights Act
- Interconnection Agreement with Nova Scotia and New Brunswick
- International Boundary Commission Act
- International Boundary Demarcation Treaty
- Manitoba Act
- Memorandum of Understanding, Lloydminster Upgrader Project
- Motor Vehicle Fuel Consumption Standards Act
- National Energy Board Act
- National Film Act, 1939
- Nelson River Transmission Agreements
- Northern Pipeline Act
- Nuclear Liability Act
- Offical Languages Act (C-72)
- Oil and Gas Production and Conservation Act
- Oil Substitution and Conservation Act
- Petro-Canada Act
- Petroleum Administration Act
- Petroleum Incentives Program Act
- Prince Edward Island Act
- Privacy Act
- Public Lands Grants Act
- Public Service Employment Act
- Public Service Staff Relations Act
- Representation Commissioner Act
- Territorial Lands Act
- Transport of Dangerous Goods Act
- Treaty of Washington
- Union of Newfoundland Act
- Yukon Placer Mining Act
- Yukon Quartz Mining Act

Organizational Units and their Role

Three Crown corporations report to Parliament through the Minister of Energy, Mines and Resources: the Atomic Energy Control Board, Atomic Energy of Canada Limited and Petro-Canada Limited. Five autonomous agencies also report to Parliament through the Minister: the Board of Examiners for Canada Lands Surveys, the Canadian Permanent Committee on Geographical Names, the Energy Supplies Allocation Board, the National Energy Board and the Petroleum Monitoring Agency.

Departmental Executive

The Departmental Executive represents the high-level decision-making groups which are supported by the three departmental programs: Administration, Energy, and Minerals and Earth Sciences. The Departmental Executive is responsible for the formulation of departmental policy and the execution of departmental programs.

Corporate Policy and Communications Sector

This sector is responsible for strategic planning for the Department, the provision of advice to the Minister and Minister of State on Cabinet and parliamentary matters, the co-ordination of central agency liaison, the integration of departmental policies with Communications, the development and management of the Internal Audit, Program Evaluation, and Communications programs, and the management of the Office of Environmental Affairs.

ENERGY, MINES AND RESOURCES CANADA

ADMINISTRATION PROGRAM

Human Resources Sector

This sector is responsible for human resources matters throughout the Department, including human resources planning, staffing, training and development, organization and classification, staff relations, compensation and benefits, official languages and affirmative action programs. These activities are carried out through the Personnel Program Development Branch, Personnel Program Operations Branch and the Management Category Personnel Division.

Finance and Administration Sector

This sector provides financial, administrative, electronic data processing (EDP) and management support services to departmental operations to ensure accountability and control. Aspects include the provision of financial services such as planning and analysis, policy and systems, and accounting services; the operation of (EDP) equipment and the provision of EDP application development services and in-house management consulting services. The Sector is also responsible for the development of departmental security policies and services and the development and maintenance of policies, procedures, systems and services required to support the general administration of governmental information management policies, through information collection, maintenance of a departmental information inventory and the management of records. In addition, the Sector provides department-wide services for the development, co-ordination and monitoring of electronic information systems, policies, strategies, plans, standards and guidelines. It also provides material management and facilities management services.

ENERGY PROGRAM

Canada Oil and Gas Lands Administration

The Canada Oil and Gas Lands Administration (COGLA) was established to administer the federal regulation of oil and gas exploration and development on Canadian land. It is the principal point of contact for proponents respecting operational matters. COGLA, on behalf of the Minister, negotiates exploration agreements, grants permits for drilling work, inspects drilling operations and negotiates related Canadian benefits plans for northern activity. The administrator of COGLA reports to the deputy ministers of Energy, Mines and Resources and Indian Affairs and Northern Development. Policy direction is provided by the Policy Review Committee, which includes senior personnel from both departments, thereby ensuring that oil and gas administration is consistent with both northern and energy policies.

Petroleum Incentives Administration

The Petroleum Incentives Administration is responsible for the administration of the *Petroleum Incentives Program Act* and the *Canadian Ownership and Control Determination Act*. In this capacity, the Administration is responsible for the collection, analysis and study of information pertaining to the determination of companies' and individuals' Canadian ownership rate and control status and their eligibility for reimbursement of certain approved expenditures. It is also responsible for the development of policy and regulations.

Energy Commodities Sector

This sector is responsible for the development and allocation of adequate, secure and cost-effective sources of petroleum, natural gas, uranium and nuclear energy, electricity and transportation fuels. It carries out economic and technical assessments of Canada's oil and gas reserves and requirements, and implements initiatives related to oil and gas, such as: heavy oil research, development and demonstration, oil, gas and natural gas monitoring, and the expansion of gas transmission and distribution systems. It provides policy advice, information and analysis on the electricity, nuclear and uranium industries. Finally, it is concerned with the development of alternative fuels and the improvement of energy management in transportation.

Energy Policy Sector

The Energy Policy Sector provides information and advice on federal energy policies, strategies and activities and their economic, social, regional and environmental effects. The Sector also provides information on Canada's international relations as they affect energy issues.

Energy Programs Sector

The Sector ensures a sufficient supply and responsible use of Canada's energy resources, in accordance with the government's broader social, economic and environmental objectives.

Canadian Exploration Development Incentives Program

The Canadian Exploration Development Incentives Program (CEDIP) was established to encourage exploration and development activities on Canada's lands and offshore areas. In this capacity, the CEDIP is responsible for developing policy and regulations, and determining the eligibility of individuals and qualified corporations for reimbursement of approved expenditures in this area.

Canadian Exploration Incentive Program

The Canadian Exploration Incentive Program was designed to assist in the financing of grass-roots mineral exploration and oil and gas exploration through the use of flow-through shares.

MINERALS AND EARTH SCIENCES PROGRAM

Geological Survey of Canada Sector

This sector conducts geological, geophysical and geochemical research and surveys, operates national networks of geophysical observatories, and estimates mineral and non-renewable energy resources. It investigates geological phenomena posing hazards to human activities and the environment, develops geophysical and other technologies, develops national geoscience standards, and fosters Canadian geoscience and Canadian participation in international geoscience. The Sector provides advice to governments, and produces and disseminates maps and reports. It also contributes fundamental information on the geophysical framework and processes of the landmass, including a knowledge of the gravity and magnetic fields, geothermal properties and seismicity of the country.

The Sector is also responsible for the Polar Continental Shelf Project which provides co-ordinated logistic support to public and private sector groups conducting scientific studies in the Arctic. The Sector also provides professional, technical and managerial advice and support to clients, and information about scientific operations in the Arctic to the scientific community and to the local inhabitants.

ENERGY, MINES AND RESOURCES CANADA

Surveys, Mapping and Remote Sensing Sector

This sector is responsible for the acquisition, establishment and maintenance of geodetic, topographical and geographical information on the Canadian landmass. It is the main source of information for other government departments, municipal and provincial governments and agencies, and industry in matters relating to national surveying and mapping. It is also responsible for the periodic production of a national atlas, the cyclic revision of aeronautical charts and electoral maps, and the surveying of Canada's lands. In addition, the Sector is responsible for the development and demonstration of systems, methods and instruments to acquire, disseminate and analyze remote-sensing data from aircraft and satellites as a contribution to the development of effective information and management systems for Canada's land and ocean resources and for the environment.

Mineral and Energy Technology Sector

This sector is responsible for conducting research and engineering development in mineral and energy technology, including mining, mineral extraction and processing, metallurgy, utilization of metals and materials, and the supply, conversion and utilization of heavy oil, oil sands, coal, uranium and other fuels. It also conducts research and development in selected areas of energy conservation and energy fuels transportation. The Sector promotes, co-ordinates and supports R&D in industry, universities and research institutes in the mineral and energy fields; identifies technological opportunities in mining, metallurgy, and energy; and transfers technology to the private sector.

The Sector also administers the *Canada Explosives Act* which entails regulating, throughout Canada, the manufacture, importation, storage and sale of explosives by inspecting and licensing factories and magazines, by testing and authorizing explosives, providing technical advice to other government agencies (international, federal and provincial) and providing training courses on explosives safety. In addition, the Sector is responsible for the development of federal research and development (R&D) policies to support national energy strategy options; the management of energy R&D programs through contracts and co-operative agreements; and the collection and provision of information on Canadian energy R&D.

Mineral Policy Sector

This sector is responsible for developing, promoting, co-ordinating and recommending national policies, plans and programs for non-fuel minerals. It is also responsible for the collection, assembly and publication of national mineral statistics, on behalf of the federal government, in co-operation with the provinces and for the management, on behalf of the federal government, of mineral development sub-agreements with the provinces. In addition, the Sector provides direction for the management of the Minerals Program within the Department.

Its work includes the collection of national and international data and intelligence, the conduct of ongoing appraisals, studies and representations in a provincial, national and international context on matters of exploration, development, production, processing, transportation, trade and use of non-fuel minerals. The Sector is divided into three branches: Minerals and Metals Strategy, Economic Policy and Financial Analysis, and Resource Supply and Information.

Manuals

(Canada Oil and Gas Lands Administration)
- Accounting Procedures Manual for Oil and Gas Permits
- Procedures Manual for Offshore Mineral Rights
- Procedures Manual for Order-in-Council

(Petroleum Incentives Administration)
- Case Assessment Criteria Manual — Petroleum Incentives Program
- Petroleum Incentives Program (PIP) Information Kit
- Policy and Precedents Manual — PIP Program

(Energy Commodities Sector)
- Domestic and Foreign Petroleum and Petroleum Products
- New Petroleum Resources Compensation Program Procedures Handbook
- Oil Import Compensation Program Procedures Handbook
- Standard Procedures for Petroleum Measurement at Seaports

(Energy Policy, Programs and Conservation Sector)
- Crude Oil Allocation Manual
- Gasoline Rationing Manual
- Petroleum Emergency Allocation System Manual
- Petroleum Products Allocation Manual

(Geological Survey of Canada Sector)
- Catalogue of Scientific Projects
- Instrument Operations in the Field and Laboratory
- Regional Station Operator's Manual
- Standard Seismograph Station Operator's Manual

(Surveys, Mapping and Remote Sensing Sector)
- Digital Mapping Standards
- ER 18 Inertial and Gyro Systems
- ER 19 Field Reports
- Manual for Operation of Photographic Analysis System
- 15-Year Long-Range Plan — International Boundary Commission Field Manual

(Mineral and Energy Technology Sector)
- Analytical Method of Waste Water
- Guide for the Preparation of CANMET Publications
- Procedure Manuals for X-Ray Analysis of Mine Dust
- User Manual for Computer Applications
- X-Ray Operations

Additional Information

General information about the Department, its programs, activities and various publications can be obtained from offices in Ottawa and across Canada at the addresses below. Maps are available at the Information and Sales Centre, Department of Energy, Mines and Resources, 580 Booth Street, Ottawa, Ontario, and at the Regional Map Sales Office, 1535 Ste-Foy Road, Quebec, Quebec.

Nova Scotia

Atlantic Geoscience Centre
Geological Survey of Canada
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2
(902) 426-2367 or -2730

Canada Benefits Branch
Cogswell Tower
2000 Barrington Street, Suite 102
Halifax, Nova Scotia
B3J 3K1
(902) 426-8570

ENERGY, MINES AND RESOURCES CANADA

Explosives Branch
Cogswell Tower
2000 Barrington Street, Suite 102
Halifax, Nova Scotia
B3J 3K1
(902) 426-3559

Canada Oil and Gas Lands Administration
Cogswell Tower
2000 Barrington Street, Suite 102
Halifax, Nova Scotia
B3J 3K1
(902) 426-8570

Regional Surveyor
Surveys and Mapping Branch
Government of Canada Building
40 Havelock Street
P.O. Box 368
Amherst, Nova Scotia
B4H 3Z5
(902) 667-7249

Coal Research Lab (CANMET)
210 George Street
Sydney, Nova Scotia
B1P 1J3
(902) 564-7673

Quebec

Regional Information and Sales Centre
94 Dalhousie Street
Quebec, Quebec
G1K 4B3
(418) 648-3325

Explosives Branch
Inspector of Explosives
1262 Maguire Avenue
P.O. Box 463
Sillery, Quebec
G1T 2R8
(418) 648-7702

Regional Surveyor
Surveys and Mapping Branch
Place Jaques-Cartier,
320 St. Joseph Street East, 4th Floor
Quebec, Quebec
G1K 8G5
(418) 648-4325

Ontario

Petroleum Incentives Administration
344 Wellington Street
Ottawa, Ontario
K1A 0E4
(613) 996-2611

Canada Oil and Gas Lands Administration
355 River Road, 15th Floor
Vanier, Ontario
K1A 0E4
(613) 993-3760

Regional Surveyor
Surveys and Mapping Branch
25 St. Clair Avenue East
Toronto, Ontario
M4T 1M2
(416) 973-7503

Elliot Lake Laboratories
Canada Centre for Mineral and Energy Technology
(CANMET)
P.O. Box 100
Elliot Lake, Ontario
P5A 2J6
(705) 848-2236

Communications Branch
Energy, Mines and Resources
580 Booth Street, 8th Floor
Ottawa, Ontario
K1A 0E4
(613) 995-3065

Manitoba

Regional Surveyor
Surveys and Mapping Branch
Kensington Building
275 Portage Avenue, Room 305
Winnipeg, Manitoba
R3B 2B3
(204) 949-4954

Saskatchewan

Regional Surveyor
Surveys and Mapping Branch
1000-2221 Cornwall Street
Regina, Saskatchewan
S4P 2L1
(306) 359-5401

Alberta

Institute of Sedimentary and Petroleum Geology
Geological Survey of Canada
3303-33rd Street Northwest
Calgary, Alberta
T2L 2A7
(403) 292-5376

Canada Oil and Gas Lands Administration
P.O. Box 2638, Station M
Calgary, Alberta
T2P 3C1
(403) 292-5631

Departmental Information Office
Room 355
220 Fourth Avenue East
P.O. Box 2918, Station M
Calgary, Alberta
T2P 3M2
(403) 292-4488

Petroleum Incentives Program Office
Federal Building
220 Fourth Avenue Southeast, Room 332
P.O. Box 2907, Station M
Calgary, Alberta
T2P 3L7
(403) 292-5005

Western Research Laboratories (Coal)
Canada Centre for Mineral and Energy Technology
(CANMET)
1 Oil Patch Drive
P.O. Box 1280
Devon, Alberta
T0C 1E0
(403) 987-8217

Western Research Laboratories (Coal)
Canada Centre for Mineral and Energy Technology
(CANMET)
4500-16th Avenue Northwest
Calgary, Alberta
T3B 0M6
(403) 286-5540

Regional Surveyor
Surveys and Mapping Branch
9942-108th Street
Edmonton, Alberta
T5K 2J5
(403) 420-2496

Explosives Branch
Inspector of Explosives
220 Fourth Avenue Southeast
P.O. Box 2868, Station M
Calgary, Alberta
T2P 3C2
(403) 292-4766

British Columbia

Geological Survey of Canada
Cordillaran Geology Division
100 West Pender Street
Vancouver, British Columbia
V6B 1R8
(604) 666-0529

Pacific Geoscience Centre
Geological Survey of Canada
9860 West Saanich Road
P.O. Box 6000
Sydney, British Columbia
V8L 4B2
(604) 656-8438

Geological Survey of Canada
Surveys and Mapping Branch
1300-800 Burrard Street
Vancouver, British Columbia
V6Z 2J4
(604) 666-5316

Explosives Branch
Inspector of Explosives
Sun Tower Building, 7th Floor
100 West Pender Street
Vancouver, British Columbia
V6B 1R8
(604) 666-0366

Yukon

Regional Surveyor
Surveys and Mapping Branch
204 Range Road, Room 208
Whitehorse, Yukon
Y1A 3A1
(403) 668-2638

Northwest Territories

Canada Oil and Gas Land Administration
4914 50th Street
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3
(403) 920-8175

Geological Survey of Canada
Surveys and Mapping Branch
Bellanca Building, 8th Floor
50th Street
P.O. Box 668
Yellowknife, Northwest Territories
X1A 2N5
(403) 920-8295

B. CLASSES OF RECORDS

Access Procedures

Formal requests for information under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Co-ordinator, Access to Information and Privacy
Department of Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario
K1A 0E4
(613) 995-1236

Reading Room

Energy, Mines and Resources' public reading room, established in accordance with section 71 of the *Access to Information Act*, is situated in the Sir William Logan Building at 580 Booth Street, Ottawa, Ontario. Reading room hours are from 08:00 to 17:00, Monday to Friday.

Classes of Records

EMR/DEX-001
Corporate Executive (New)
Description: Information created or received by departmental executives on the activities of Energy, Mines and Resources programs. *Topics:* Corporate executive; departmental liaison; Canadian sovereignty; legal services; regulatory reform; Canada - United States Free Trade Agreement; reaction to Canada - United States Free Trade Agreement; earth sciences — communications, federal / provincial liaison, international bilateral relations, international bilateral relations cases; energy options secretariat; siting task force for low-level radioactive waste in Ontario.

EMR/DEX-015
Mineral Industry Development (inactive)
Description: Information created or received, before January 1987, by departmental executives on the establishment of policies and strategies for minerals and metals; the effective utilization of these resources; the provision of advice on the implications of international

development; and the assessment of the economic, social, fiscal, corporate, regional and environmental impacts of alternative policies and strategies. *Topics:* Mineral industry development; minerals and metals associations; minerals and metals conferences; mineral policy and program development; minerals and metals strategy; international mineral relations; foreign countries' mineral profiles; foreign countries' mineral profiles — cases; mineral profile of the United States; regional mineral development; Mineral Development Agreements (MDAs); non-ferrous commodities; ferrous commodities; industrial commodities; asbestos; international liaison on asbestos; coal; foreign countries' coal profiles; resource strategy and information; mineral and metal corporation information; human affairs in the mining industry; economic and financial policy analysis in the mineral and metal industry; tax policy analysis in the mineral and metal industry; flow-through shares.

EMR/DEX-020
Energy Policy (inactive)
Description: Information created or received, before January 1987, by departmental executives on the analysis and development of major energy policy initiatives and strategies; information on the negotiation and co-ordination of Canadian energy policy in both the domestic and international areas. *Topics:* Energy policy; energy strategy; federal/provincial liaison on energy strategy; oil and gas development and energy accords; privatization of Crown corporations; acquisition and investment in the petroleum industry; acquisition and investment in the petroleum industry — cases; financial and market analysis; oil and gas project analysis; heavy oil upgraders; international energy relations; Petroleum Monitoring Agency (PMA).

EMR/DEX-021
Energy Commodities (inactive)
Description: Information created or received, before January 1987, by departmental executives on the orderly development and efficient allocation of adequate, secure, and cost-effective sources of petroleum, non-petroleum (excluding coal) and alternative transportation fuels. *Topics:* Energy commodities; petroleum resources; oil; oil reports; oil pipelines; petroleum prices; inquiries on pricing of petroleum commodities — cases; natural gas; natural gas associations; natural gas pricing and marketing; natural gas export; natural gas export pricing; natural gas export licences; national gas export licences — cases; natural gas pipelines; natural gas pipelines — cases; international natural gas; electrical energy; provincial electrical energy; provincial electrical energy — cases; international electrical energy; uranium and nuclear energy; international uranium and nuclear energy; international uranium and nuclear energy — cases; uranium mining; uranium mining — cases; nuclear reactors; heavy water plants; nuclear waste management; high level radioactive waste management; low level radioactive waste management; transportation energy; alternative transportation fuels; energy emergency planning.

EMR/DEX-022
Energy Programs (inactive)
Description: Information created or received, before January 1987, by departmental executives on the development, implementation and delivery of incentive programs for oil and gas exploration in Canada; and on energy conservation and renewable energy development programs, including the monitoring of conservation and renewable energy technological development. *Topics:* Energy programs; energy conservation; business and government energy management; home energy programs; new housing; renewable energy; conservation and renewable energy regional operations; conservation and renewable energy co-ordination and strategic planning; petroleum ownership, control and incentives; Canadian Ownership and Control Determination (COCD) Program; Petroleum Incentives Program (PIP); applications for payments under the *Petroleum Incentives Program Act;* Canadian Exploration and Development Incentive Program (CEDIP); Canadian Exploration Incentive Program (CEIP); Management Services.

EMR/DEX-023
Administration of Frontier Oil and Gas Lands (inactive)
Description: Information created or received, before January 1987, by departmental executives on the development of oil and gas resources on frontier lands. *Topics:* Administration of frontier oil and gas lands; frontier oil and gas policy development and implementation; Canada benefits; co-ordination of resource management agreements; occupational and operational frontier oil and gas safety; environmental protection on frontier lands; environmental studies on frontier lands; resource development and conservation on frontier lands; rights and revenues administration on frontier lands; technological oil and gas research and development; international liaison on frontier land issues; project development funds; oil and gas management boards.

EMR/DEX-024
Mineral and Energy Technology (inactive)
Description: Information created or received, before January 1987, by departmental executives regarding the availability of technology needed for the extraction, processing and utilization of mineral and energy resources. *Topics:* Mineral and energy technology; unsolicited proposals — cases; international mineral and energy technology liaison; interprovincial mineral and energy technology liaison; Mineral Development Agreements (MDAs); interdepartmental mineral and energy technology liaison; mineral and energy technology associations; mineral and technology companies, mineral and energy technology institutes; mineral and energy technology universities; mineral and energy technology conferences; mineral and energy technology committees; Minister's National Advisory Council to CANMET (MNACC); mining; coal mining and preparation; mineral processing; fuels technology; metals and materials; technology information services; technical services; energy research and development; international energy research and development; explosives; explosives licencing inspection and authorization; explosives testing and research.

EMR/DEX-026
Geological Surveys (inactive)
Description: Information created or received, before January 1987, by departmental executives regarding the availability of comprehensive knowledge, technology and expertise concerning the Canadian landmass, as required for effective estimation and exploitation of mineral and energy resources. *Topics:* Geological Surveys; Energy, Mines and Resources Research Agreements Program; Research Agreements Program for Canadian universities; Research Agreements Program for Canadian universities — cases; Research Agreements Program for research institutes and societies; Research Agreements Program for provincial and territorial research councils; Research Agreements Program Departmental Grants Review Committee; Geological Surveys liaison; Geological Surveys interdepartmental liaison; Cordilleran and Pacific geoscience; Atlantic geoscience; sedimentary and petroleum geology; lithosphere and Canadian Shield; mineral resources; geophysics; geodynamics; geomagnetism; gravity; seismology; terrain sciences; geoscience

information; Geological Surveys Program co-ordination and planning; Geological Surveys Canada policy and international relations; Polar Continental Shelf; logistics.

EMR/DEX-027

Surveys, Mapping and Remote Sensing (inactive)

Description: Information created or received, before January 1987, by departmental executives on the establishment of policies, strategies and programs for national surveying and mapping, and for remote sensing. *Topics:* Surveys, mapping and remote sensing; surveys, mapping and remote sensing committees; surveys, mapping and remote sensing interdepartmental liaison; surveys, mapping and remote sensing liaison with associations and institutes; surveys and mapping; geodesy; topographic mapping; Canada Lands surveying; international boundary; geographical mapping; map publishing; remote sensing; Canadian Space Agency (CSA); European Space Agency (ESA); European Space Agency Programs; European Space Agency Committees; satellite data; Airborne Program; RADARSAT; data applications; application services and technology transfer.

EMR/DEX-028

Administration (inactive)

Description: Information created or received, before January 1987, by departmental executives on the provision of managerial direction, and on financial, administrative, electronic data processing, human resources and communications support for the achievement of federal and departmental objectives in the fields of energy, minerals and earth sciences. *Topics:* Administration; finance and administration; Auditor General; Office Technology Research Group; interdepartmental liaison on financial and administrative issues; committees on financial and administrative issues; financial management; accounting applications; foreign travel; expenditures; financial authorities; departmental financial information; financial information on Crown corporations; financial information on Petro-Canada; management processes; administrative services; facilities planning and management; materiel management; information management; departmental support services; information technology; corporate policy and communications; corporate policy; corporate affairs; environmental affairs; liaison on environmental affairs; nuclear environmental affairs; communications; human resources management; management category and human resources planning programs; official languages; employment equity; human resources planning and management; management category personnel; personnel program operations; staffing; employment.

EMR/CGA-065

Canada Oil and Gas Lands Administration

Description: Information relating to the administration of oil and gas exploration and production rights on frontier lands which include the Yukon and Northwest Territories, Hudson Bay and Canada's offshore areas. Also includes the regulation and monitoring of the operational, occupational and environmental safety of oil and gas exploration, development and production on frontier lands. *Topics:* Canada oil and gas lands administration; associations, societies and institutions; committees and working groups; oil and gas companies; supply and service companies and consultants; conferences; information systems; frontier lands and public lands legislation; *Public Lands Grants Act*, and *Territorial Lands Act*; *Oil and Gas Production and Conservation Act*; *Arctic Waters Pollution Prevention Act* and Regulations; *Canada Oil and Gas Act*; *Canada Petroleum Resources Act*; *Canada - Newfoundland Atlantic Accord Implementation Act*; *Canada - Nova Scotia Oil and Gas Agreement Act*; federal legislation; provincial and territorial legislation; internal liaison with EMR; internal liaison with IAND; interdepartmental liaison; provincial and territorial liaison; incidents and marine emergencies; maritime boundaries; research and development; Panel on Energy Research and Development (PERD); foreign offshore oil and gas; international treaties, United Nations.

EMR/CGA-070

Policy Analysis and Co-ordination Administration

Description: Information relating to the administration of industrial and employment benefits from oil and gas activities on the frontier lands, and to the management of the Policy Analysis and Co-ordiantion Branch. *Topics:* Policy analysis and co-ordination administration; benefits plans; benefits correspondence and annual reviews; supply and development; development projects.

EMR/CGA-075

Environmental Protection Administration

Description: Information relating to the administration of the environmental safety, environmental protection and environmental assessment role of COGLA respecting frontier lands offshore and in the North; and the management of the Environmental Protection Branch in COGLA. *Topics:* Environmental protection administration; Environmental Protection Branch projects; offshore operations; development of technical guidelines for operators; Environmental Protection Branch technical reports on environmental issues; ocean mining (environment); environmental aspects of development plans (environmental protection plans); biological environment; contingency planning for oil and gas; liability and compensation for spills and debris; physical environment offshore; codes and communications; data collection; data archiving; forecasts; instrumentation; ocean currents; wave climatology; wind climatology; extreme environmental conditions; storms; ice conditions; ice-structure interactions; remote sensing; oil spills; regional environmental assessments (regulatory and EARP); search and rescue.

EMR/CGA-076

Environmental Studies Revolving Funds Administration (New)

Description: Information relating to the administration and programs of the Environmental Studies Revolving Funds (ESRF), established under section 49 of the *Canada Oil and Gas Act*. *Topics:* Environmental Studies Revolving Funds — Administration, other proposals, bottom sediment transport PSC, effects monitoring PSC, icebergs PSC, oil spill research and countermeasures PSC, sea bottom ice scour PSC, social issues north PSC, social issues east PSC, waves PSC, social issues west PSC, northern terrestrial and freshwater PSC.

EMR/CGA-080

Rights Management Administration

Description: Information relating to the issuance, negotiation and administration of oil and gas exploration and production rights on frontier lands and public lands, and to the management of the Rights Management Branch. *Topics:* Rights management administration; nominations for frontier lands; direct issuance of frontier lands; calls for proposals for frontier lands; negotiations respecting frontier lands; exploration agreements; significant discovery licences; production licenses; frontier lands registration; public lands administration; public lands titles and descriptions.

EMR/CGA-090

Resource Evaluation Administration

Description: Information relating to industry's geological and geophysical work on frontier lands, and to the management and operation of the Resource Evaluation Branch. *Topics:* Resource evaluation administration; resource evaluation data management for oil and gas; ocean mining; Canadian geoscientific research; foreign geoscientific research; geological and geophysical equipment and procedures; assessment of oil and gas resources.

EMR/CGA-095

Engineering Administration

Description: Information relating to the administration of the engineering aspects of oil and gas activities on frontier lands, and to the management of the Engineering Branch. *Topics:* Engineering administration; guidelines and notices for operators; engineering activities and statistics on frontier lands; diving; regulatory control of diving; diving activities on frontier lands; marine safety; marine operations; marine activities on frontier lands; Mobile Offshore Drilling Units (MODUs); ships and vessels; drilling; drilling operations; drilling engineering activities on frontier lands; drilling units; drilling bases / structures; drilling equipment and materials; production structures; structures activities on frontier lands; production facilities and pipelines; regulation of facilities and pipeline activities on frontier lands; reservoir and production; regulation of reservoir and production activities on frontier lands.

EMR/CGA-100

Offshore Programs

Description: Information on industry activities in the East Coast, Hudson Bay and Hudson Strait, and West Coast areas relating to offshore programs. *Topics:* Drilling operations on the Scotian Shelf, Grand Banks, Labrador Shelf, Gulf of St. Lawrence, and other offshore and onshore drilling; geophysics including combined geophysical surveys, air and sea magnetometer measurement, gravity, seismic reflection and refraction, shallow seismic measurement, processing and interpretation, and onshore geophysical surveys; geology including combined geological surveys, offshore geological surveys, paleontological/palynological studies (biostratigraphic), geochemistry, petrography (lithology), purchase of geological studies, in-house geological studies and onshore geological surveys; research involving environmental and feasibility studies, physical, biological and socio-economic studies, engineering feasibility studies and geotechnical research.

EMR/CGA-105

Northern Operations

Description: Information on northern operations in the Yukon Territory, Northwest Territories, Mackenzie Delta, Beaufort Sea, Arctic Islands, Arctic Lowlands and Eastern Arctic Offshore (Baffin Bay, Davis Strait, etc.) areas relating to offshore programs. *Topics:* Drilling operations on conventional landings; ice platforms; artificial islands; caissons (MAC); jack-up types and floaters; geophysics including combined geophysical surveys; air and sea magnetometer measurement; gravity; seismic reflection and refraction; shallow seismic measurement, processing and interpretation and onshore geophysical surveys; geology including combined geological surveys; offshore geological surveys, paleontological/palynological studies (biostratigraphic); geochemistry; petrography (lithology); purchase of geological studies, in-house geological studies and onshore geological surveys; research involving environmental feasibility studies; physical, biological and socioeconomic studies; engineering feasibility studies and geotechnical research.

EMR/PNA-110

Petroleum Incentives Administration

Description: Information relating to administering both the *Canadian Ownership and Control Determination (COCD) Act* and the *Petroleum Incentives Program (PIP) Act* in order to actively contribute to the federal government's energy policy by increasing Canadian ownership and control of the petroleum industry and energy security in Canada. *Topics:* Committees; conferences; energy issues; oil and gas issues; Petroleum Incentives Administration reports; liaison; interdepartmental, international and provincial liaison.

EMR/PNA-115

Canadian Ownership and Control Determination

Description: Information relating to the development and maintenance of policies, systems, procedures and regulations to administer the *Canadian Ownership and Control Determination (COCD) Act*. Includes receiving, processing and certifying applications for the Canadian Ownership Rate and Control Status Program. *Topics:* Canadian Ownership and Control Determination (COCD) corporate information; COCD guidebook; COCD operations; COCD committees; COCD conferences; COCD operations reports; Canadian ownership rate and control status programs (COR/CS); COR/CS documentation; COR/CS certificates; COR/CS guidelines; COR/CS operating procedures.

EMR/PNA-120

Canadian Ownership and Control Determination Policy

Description: Information relating to the development and maintenance of policies, precedents, and special studies in administering the *Canadian Ownership and Control Determination (COCD) Act* and Regulations in order to encourage increased Canadianization of the petroleum industry. *Topics:* Canadian Ownership and Control Determination (COCD) policy committees; COCD policy conferences; COCD policy reports; *COCD Act; COCD Act* interpretation; *COCD Act* qualified applicants; Canadian ownership rate and control status determination; *COCD Act* applications, certificates and administration; *COCD Act* disclosure of information; *COCD Act* regulation-making authority; *COCD Act* enforcement; *COCD Act* judicial review and transmission provisions; Canadian ownership and control determination regulations; COCD Regulations interpretation and applications; specified Canadian ownership rates; Canadian ownership rates other than specified rates and rates of insurance companies and trust; COCD regulations administration; Canadian ownership rates of insurance companies; Canadian ownership rates of trust; COCD regulations schedules.

EMR/PNA-125

Petroleum Incentives Program

Description: Information on the development and maintenance of policies, systems, procedures and regulations related to the provision of the eligible costs and Crown share incentives to applicants. Includes receiving, analyzing and processing company applications for incentive contribution and issuing payments. *Topics:* Petroleum Incentives Program (PIP); petroleum incentives committees; petroleum incentives information management system; petroleum incentives research, analysis and forecasting; petroleum incentives operations; petroleum incentives applicant documentation; petroleum incentives processing procedures; petroleum incentives case assessment; petroleum incentives financial payments and controls;

petroleum incentives data control and operations; petroleum incentives case control; well and geochemical; geological and geophysical data analysis; quality control and standards; petroleum incentives reviews and audits; reviews and audits standards and practices.

EMR/PNA-130
Petroleum Incentives Program Policy
Description: Information relating to development and interpretation of the Petroleum Incentives Program legislation and regulations to increase Canadianization in the petroleum industry and to increase exploration and development in Canada. Includes assessment of case precedents and the development of policy, consistency of application of the *PIP Act* and Regulations, and the conduct of research, analysis and forecasting of demand in the oil and gas industry. *Topics: Petroleum Incentives Program (PIP) Act; PIP Act* interpretation; Petroleum Incentives Program (PIP); PIP administration; PIP disclosure of information; PIP enforcement and general sections; PIP regulations; interpretation of the PIP regulations; interpretation of PIP regulations Part 1 (general) and Part 2 (adjusted eligible cost or expense).

EMR/ECS-140
Energy Emergency Planning
Description: Information relating to the preparation, testing and maintenance of contingency plans for the control and relation of energy production, distribution and use in an emergency, including the Energy Supplies Allocation Board (ESAB). *Topics:* Energy emergency planning; International Energy Agency(IEA); allocation systems tests; liaison on energy emergency planning issues; crude oil and petroleum products allocation planning; petroleum products rationing program; Energy Supplies Allocation Board (ESAB); compliance and audit; stand-by organization; National Emergency Agency for Energy (NEAE); departmental emergency planning; federal government emergency planning; North Atlantic Treaty Organization (NATO).

EMR/DIP-151
Canadian Exploration and Development Incentive Program
Description: Information relating to the Canadian Exploration and Development Incentive Program (CEDIP) established to encourage oil and gas exploration and development activities on Canada's lands and offshore areas, including the development of policy and regulations and the determination of individuals' and qualified corporations' eligibility for reimbursement of approved expenditures in this area. *Topics:* Canadian Exploration Development Incentive Program (CEDIP); Automated Incentive Management System (AIMS); acts and regulations; status reports; committees; conferences; liaison; liaison with the provinces; liaison with industry; energy issues; communications.

EMR/DIP-152
CEDIP Operations
Description: Information relating to the overall management of the processing of requests and applications for incentives under the Canadian Exploration and Development Incentive Program (CEDIP). *Topics:* Operations; operations support; quality control.

EMR/DIP-153
CEDIP Financial Payments and Controls
Description: Information relating to the payment of approved Canadian Exploration and Development Incentive Program (CEDIP) incentives; recovery of overpayments and financial controls; interest charges on overpayments; periodic reports on commitments; outstanding applications and status of the appropriation; assessment of the financial controls in the payment system; and Crown debt assignments. *Topics:* Financial payments and controls.

EMR/DIP-154
CEDIP Application Assessment
Description: Information relating to the review, analysis, assessment and recommendation for payment of applications for financial incentives under the Canadian Exploration and Development Incentive Program (CEDIP). *Topics:* Application assessment; application assessment — cases.

EMR/DIP-155
CEDIP Annual Expense Limit Control
Description: Information relating to the monitoring and assessment of the $10 million annual expense limit (AEL) for applicants under the Canadian Exploration and Development Incentive Program (CEDIP), and verification of the accuracy of ownership information provided by applicants. *Topics:* Annual expense limit (AEL) control; AEL control — cases.

EMR/DIP-156
CEDIP Technical Services
Description: Information relating to the provision of technical advice on the eligibility of expenses on applications under the Canadian Exploration and Development Incentive Program (CEDIP). *Topics:* Technical services; technical services — cases.

EMR/DIP-157
Interpretations and Rulings on CEDIP Legislation
Description: Information relating to interpretations and rulings on Canadian Exploration and Development Incentive Program (CEDIP) legislation and regulations, and the development of policies related to specific subjects within the *CEDIP Act* or regulations. *Topics:* Interpretations and rulings on CEDIP legislation; interpretations and rulings on CEDIP legislation — cases; interpretations and rulings on the *CEDIP Act;* interpretations of the CEDIP regulations.

EMR/DIP-158
Audit of CEDIP Applications
Description: Information relating to audits performed on Canadian Exploration and Development Incentive Program (CEDIP) applications in order to ensure correct incentives have been paid in compliance with program legislation and regulations. Includes audit program development, standards and practices. *Topics:* Audit of CEDIP applications; audit of CEDIP applications — cases.

EMR/DIP-159
CEDIP Policy
Description: Information relating to the development and analysis of Canadian Exploration and Development Incentive Program (CEDIP) policy in order to ensure that Program legislation and regulations meet federal government purposes; to the assessment of Program policy and legislation in order to respond to fiscal and economic changes; and to the review and interpretation of Program policy, rules and regulations in response to external and internal requests. *Topics:* CEDIP policy; consultations with industry organizations and the provinces on CEDIP policy; consultations with industry on CEDIP policy; enquiries on CEDIP policy.

ENERGY, MINES AND RESOURCES CANADA

EMR/EPC-161

Energy Policy

Description: Information relating to the overall management of energy policy, programs and conservation activity to establish federal energy policies, strategies and activities and to promote energy conservation and the development of renewable energy resources to meet Canada's energy requirements, with due regard to the economic, social, regional and environmental impact of these policies, strategies and activities, as well as to Canada's international energy relations. *Topics:* Regional operations delivery of the national conservation and alternative energy initiatives; regional operations liaison with federal economic and development co-ordination on industrial/commercial activities; industrial/commercial activities; publications; promotional activities; transportation/residential energy activities; Management Information System consolidated monthly reports; M.I.S. monthly reports; provincial relations and liaison; regional operations; energy policy, programs and conservation; energy research and development; petroleum energy resources; non-petroleum energy resources; energy policy issues; energy conservation issues; liaison on energy conservation issues; energy policy and conservation committees.

EMR/EPC-171

Energy Strategy

Description: Information relating to co-ordination of the review and analysis of policy objectives and instruments and the analysis, development and co-ordination of new policy recommendations. This includes the planning, development and implementation of policies on Canadianization of the petroleum industry, economic analyses of energy initiatives and the evaluation of governmental policies in the uranium and nuclear areas. *Topics:* Energy strategy; energy policy planning; economic analysis; federal energy planning.

EMR/EPC-176

Financial and Market Analysis

Description: Information relating to the planning, development and maintenance of an effective federal energy taxation and incentive system; the evaluation of the interaction of federal and provincial royalty/taxation and incentive systems; the development of forecasts of energy revenues; and the encouragement of new petroleum incentive projects. Also included are the analysis of new policy recommendations on energy supply/demand and price issues, analysis of the impacts of energy policies on the economy and the development and dissemination of energy statistical databases. *Topics:* Financial and market analysis; fiscal analysis; energy market analysis; energy statistics.

EMR/EIP-180

Canadian Exploration Incentive Program (CEIP) (New)

Description: Information relating to the Canadan Exploration Incentive Program (CEIP) established to encourage mining, oil and gas exploration and development activities on Canada lands and offshore areas including the development of policy and regulations and the determination of individuals' and qualified corporations' eligibility for reimbursement of approved expenditures in this area. *Topics:* Canadian Exploration Incentive Program (CEIP); implementation task force; Automated Incentive Mangement System (AIMS); Act and Regulations; status reports; committees; conferences; liaison; liaison with the provinces; liaison with industry; energy issues; communications.

EMR/EIP-181

Operations (New)

Description: Information relating to the overall management of the processing of requests and applications under the Canadian Exploration Incentive Program (CEIP). *Topics:* Operations; operations support; quality control.

EMR/EIP-182

Financial Payments and Controls (New)

Description: Information relating to the payment of approved Canadian Exploration Incentive Program (CEIP) incentives, recovery of overpayments and financial controls, interest charges on overpayments, periodic reports on commitments, outstanding applications and status of the appropriation, assessment of the financial controls in the payment system and Crown debt assignments. *Topics:* Financial payments and controls; monitoring; forecasting of expenditures; evaluation.

EMR/EIP-183

CEIP Application Assessment (New)

Description: Information relating to the review, analysis, assessment and recommendation for payment of financial incentives under the Canadian Exploration Incentive Program (CEIP). *Topics:* Application assessment; application assessment — cases.

EMR/EIP-184

CEIP Annual Expense Limit (AEL) Control (New)

Description: Information relating to the monitoring and assessment of the annual expense limit (AEL) for applicants under the Canadian Exploration Incentive Program (CEIP) and verification of the accuracy of ownership information provided by applicants. *Topics:* Annual expense limit (AEL) control; annual expense limit (AEL) control — cases.

EMR/EIP-185

CEIP Technical Services (New)

Description: Information relating to the provision of technical advice on the eligibility of expenses on applications under the Canadian Exploration Incentive Program (CEIP). *Topics:* Technical services; technical services — cases.

EMR/EIP-186

Interpretations and Rulings on CEIP Legislation (New)

Description: Information relating to interpretations and rulings on Canadian Exploration Incentive Program (CEIP) legislation and regulations and the development of policies related to specific subjects mentioned within the Act or Regulations. *Topics:* Interpretations and rulings on CEIP legislation; interpretations and rulings on CEIP legislation — cases; interpretations and rulings on the *CEIP Act*; interpretation of the CEIP Regulations.

EMR/EIP-187

Audit of CEIP Applications (New)

Description: Information relating to audits performed on Canadian Exploration Incentive Program (CEIP) applications in order to ensure correct incentives have been payed in compliance with program legislation and regulations. Includes information on audit program development, standards and practices. *Topics:* Audit of CEIP applications; audit of CEIP applications — cases.

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EMR/EIP-188
CEIP Policy (New)
Description: Information relating to the development and analysis of Canadian Exploration Incentive Program (CEIP) policy in order to ensure that Program legislation and regulations meet federal government purposes; to the assessment of Program policy and legislation in order to respond to fiscal and economic changes; and to the review and interpretation of Program policy, rules and regulations. *Topics:* CEIP policy; consultations on CEIP policy; inquiries on CEIP policy.

EMR/EPC-195
International Energy Relations
Description: Information relating to the provision of analysis and advice for the effective management of Canada's energy relations with other countries and international organizations. This includes analysis and advice on international energy issues, policies and developments of interest to Canada. *Topics:* International energy relations; energy relations with foreign countries, the United States and international organizations; international relations on Canadian energy.

EMR/EPC-196
Energy Policy Co-ordination
Description: Information relating to the planning and implementation of energy programs and services in support of the Minister's parliamentary functions, including the development and execution of program planning, evaluation and information functions directed towards national energy policy objectives. *Topics:* Energy policy co-ordination.

EMR/ECS-215
Electrical Energy
Description: Information relating to the provision of analysis and policy advice regarding all aspects of electrical energy to effectively and efficiently implement policies relating to electrical energy, provide effective information services to the public and manage the federal government's contribution to the Canadian Electrical Association's (CEA) research and development program. *Topics:* Electrical organizations and associations; Canadian Electrical Association (CEA); research and development; international electrical energy; electricity exchanges between Canada and the United States; Canadian electrical energy; economics and finance; supply and demand; technology; regional and interprovincial electrical energy; Lower Churchill Electricity Development; Annapolis River Tidal Project; Coleson Cove Conversion Study; Lepreau One nuclear project; Churchill Falls dispute between Quebec and Newfoundland; electrical energy.

EMR/ECS-220
Uranium and Nuclear Energy
Description: Information relating to the provision of advice and policy formulation in order to ensure that the uranium and nuclear industries make optimal contributions to Canada's economic development by providing a secure and economic source of energy and by realizing export opportunities. *Topics:* Uranium and nuclear energy; heavy water production; uranium and nuclear industries and Crown corporations; international uranium and nuclear activities; International Atomic Energy Agency (IAEA); uranium and nuclear liaison; Canadian Nuclear Energy; nuclear power systems exports; generation; nuclear waste management; uranium and nuclear research and development; uranium resources; exports; foreign ownership of uranium resources; uranium mining; pricing; processing and refining; supply and demand.

EMR/ECS-240
Transportation Energy
Description: Information relating to the provision of analysis and advice to encourage the development and adoption of cost effective transportation-energy technologies and alternative fuels through co-operative information and research activities with the private sector in order to ensure that Canada acquires the technical and economic capability to supply future requirements for transportation fuels under varying conditions of oil price and availability. *Topics:* Transportation energy; transportation fuels; gaseous hydrocarbon; propane and natural gas vehicle development; liquid hydrocarbon fuels; liaison on transportation-energy issues; transportation systems; outreach programs; regional operation delivery of the transportation energy outreach programs; ridesharing; vehicles; exhaust emission standards; Motor Vehicle Fuel Consumption Standards (MVFCS) Program; Government Industry Motor Vehicle Energy Committee (GIMVEC).

EMR/EPR-245
Renewable Energy
Description: Information relating to the promotion, through research, development and demonstration, of the orderly development and commercialization of renewable energy technologies to ensure long-term energy supply for Canada. *Topics:* Renewable energy; liaison on renewable energy; interdepartmental liaison on renewable energy; international liaison on renewable energy; international liaison on renewable energy — cases; provincial liaison on renewable energy; energy conservation technology; alternative energy sources; task four of the Panel on Energy Research and Development (PERD); Solar Energy Development Program (SEDP); regional delivery of SEDP; regional delivery of the National Conservation and Alternative Energy Initiative (NCAEI) component of SEDP; SEDP technology transfer; Canadian Solar Industries Association (CSIA); Solar Energy Society of Canada (SESCI); SEDP committees; SEDP conferences and seminars; Small and Low Head Hydro Technology Research and Development Project; Small and Low Head Hydro Technology Research and Development Project — cases; Geothermal Technology Research and Development Project; Geothermal Technology Research and Development Project — cases; Active Solar Technology Research Development and Demonstration Projects; Active Solar Technology Research and Development Project — cases; Active Solar Technology Special Projects Demonstration — cases; Active Solar Technology Commercial/Industrial Solar Demonstration Project — cases; Active Solar Technology Commercial/Industrial Solar Demonstratioin Project — rejected proposals — cases; Active Solar Technology Commercial/Industrial Solar Demonstration Project monitoring — cases; Active Solar Technology Commercial/Industrial Solar Demonstration Small Projects component; Passive Solar Technology Research Development and Demonstration Projects; Passive Solar Technology Research and Development Project — cases; Passive Solar Technology Special Projects Demonstration — cases; Photovoltaics Technology Research and Development Project; Photovoltaics Technology Research and Development Project — cases; Wind Technology Research and Development Project; Wind Technology Research and Development Project — cases; Solar Domestic Hot Water (SDHW) Program inspections; SDHW Program inspections — cases; SDHW Program monitoring; Canadian Solar Industries Association SDHW systems warranties; SDHW Program, Phase seven; SDHW Program, Phase

eight; biomass energy sources; biomass equipment; gaseous fuels from biomass; solid fuels from biomass; solid fuel supply and availability studies; peat; liquid fuels from biomass; ethanol from biomass; Bioenergy Development Program (BDP); Bioenergy Development Program (BDP) — cases; PEI Alternative Energy Development Program (AEDP); regional delivery of the PEI AEDP; Remote Community Demonstration Program (RCDP), Phase two; regional delivery of the RCDP, Phase two; regional delivery of the RCDP, Phase two — cases; RCDP, Phase two program and project planning; RCDP, Phase two communicatioins; BC Remote Community Demonstration Program (RCDP),Phase two; BC RCDP, Phase two information transfer projects; BC RCDP, Phase two demonstration projects; Alberta RCDP, Phase two; Saskatchewan RCDP, Phase two; Saskatchewan RCDP, Phase two information transfer projects; Manitoba RCDP, Phase two; Ontario RCDP, Phase two; Ontario RCDP, Phase two demonstration projects; Quebec RCDP, Phase two; Quebec RCDP, Phase two demonstration projects; Newfoundland RCDP, Phase two; Newfoundland RCDP, Phase two demonstration projects; NWT RCDP, Phase two; NWT RCDP, Phase two information transfer projects; NWT RCDP, Phase two demonstration projects; Yukon RCDP, Phase two; Yukon RCDP, Phase two demonstration projects; alternative energy Enerdemo Program; regional delivery of the Enerdemo Program; regional delivery of the Enerdemo Program — cases; Enerdemo Management Committee; Enerdemo planning and priorities; Newfoundland Enerdemo projects; Newfoundland renewable Enerdemo projects; PEI Enerdemo projects; PEI biomass Enerdemo projects; NS Enerdemo projects; NB Enerdemo projects; Quebec Enerdemo projects; Quebec renewable Enerdemo projects; Ontario Enerdemo projects; Ontario renewable Enerdemo projects; Manitoba Enerdemo projects; Saskatchewan Enerdemo projects; Alberta Enerdemo projects; Alberta renewable Enerdemo projects; BC Enerdemo projects; BC transportation Enerdemo projects; BC renewable Enerdemo projects; NWT Enerdemo Projects; Yukon Territory Enerdemo projects; National Capital Region Enerdemo projects.

EMR/ECS-291
Energy Commodities
Description: Information relating to the overall management of energy commodities activity to ensure the orderly development and efficient allocation of adequate, secure and cost-effective sources of petroleum, natural gas, uranium and nuclear energy, electricity and transportation fuels to meet Canada's forseeable energy requirements and export opportunities on an economically viable basis, consistent with national energy policy and fiscal and trade goals, and to prepare contingency plans for responding to energy emergencies. *Topics:* Energy commodities; energy commodity committees; energy commodity legislation and regulations; liaison on energy commodity issues; international liaison on energy commodity issues; provincial liaison on energy commodity issues; energy commodity research and development.

EMR/ECS-295
Petroleum Resources
Description: Information relating to the provision of analysis and policy advice for the optimal development of Canada's petroleum resources and to ensure that governmental policies and programs respond to the need for future petroleum supplies. This is done through technical and economic reporting on oil and gas exploration, conventional reserves, enhanced recovery, oil sands and undiscovered resources, drilling and production engineering, management of heavy oil agreements and implementation of related programs. *Topics:* Petroleum resources; economic analysis of petroleum resources; petroleum resource organizations and associations; environmental impact of petroleum activities; federal and provincial petroleum resource acts and legislation; liaison on petroleum resource issues; liaison with petroleum resource industries; petroleum engineering; petroleum engineering costs and expenditures; ownership of petroleum resources; pricing of petroleum resources; petroleum resource research and development; petroleum reserves; oil reserves; gas reserves; transportation of petroleum; upstream petroleum activities.

EMR/ECS-300
Oil
Description: Information relating to the provision of analysis and advice regarding the supply, transportation, processing, utilization and pricing of crude oil, petroleum products, gas liquids and petrochemicals to ensure that governmental policies and programs respond to current and future domestic and international market conditions. *Topics:* Oil; emergency oil inventory; liaison on oil issues; domestic oil; international oil; petroleum utilization; petroleum products marketing; downstream petroleum technology; oil price review and analysis.

EMR/ECS-305
Natural Gas
Description: Information relating to the provision of analysis and advice on the supply, demand, transmission, distribution, pricing and marketing of Canadian natural gas resources in domestic and export markets in order to ensure that governmental policies and programs support and are responsive to optimal market development, consistent with overall energy, economic and fiscal goals. *Topics:* Natural gas; organizations and associations; Canada Lands; exports; fiscal regime; industry; international natural gas; natural gas major projects; export pricing; domestic natural gas marketing; pricing; supply and demand; provincial natural gas activities; liquids; market development; transmission and distribution systems expansion.

EMR/EPR-310
Conservation and Renewable Energy
Description: Information relating to the planning and management of activities in support of the promotion of energy conservation and the development of renewable energy resources in order to meet Canada's energy requirements and other economic, social, regional and environmental objectives. *Topics:* Conservation and renewable energy; regional operations; regional operations — cases, liaison, provincial liaison, management information system (MIS) monthly reports, MIS consolidated monthly reports, MIS consolidated monthly reports — cases, residential /transportation energy activities, promotional activities, publications, publications — cases, industrial/commercial activities, liaison with federal economic and development coordination on industrial/commercial activities, delivery of the National Conservation and Alternative Energy Initiative (NCAEI), delivery of the NCAEI — cases.

EMR/EPR-311
Home Energy Programs
Description: Information relating to the development of policies and programs to encourage energy conservation and oil substitutes in the residential sector. *Topics:* Home energy programs; housing technology and industry development; liaison; Heatline service; regional delivery of the Heatline service; home energy technical product information; consumer education programs.

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EMR/EPR-312

New Housing

Description: Information relating to the development and delivery of policies and programs for the optimization of energy efficiency in Canadian new housing design, construction, marketing and operation. *Topics:* New housing; liaison; liaison with organizations and associations; international liaison; new housing technology and standards; R-2000 Home Program; R-2000 Home Program — committees, builder education and training, institutionalization of R-2000 Home Program builder education and training, builder education and training contracts, delivery, regional operations delivery, delivery issues, builder grants and contributions, marketing and information, advertising, publications, exhibits, regional marketing plans, marketing and information contracts, technical support; Canadian Home Builders Association (CHBA) — R-2000 builder education and training initiatives, contract management, year one subcontracts, national reports, claims, Task I — project planning and management, Task II — regional delivery, Task III — education and training, Task IV — marketing, Task V — technology development and refinement; residential technology and industry development contracts; medium- and high-rise apartment buildings.

EMR/EPR-313

Business and Government Energy Management

Description: Information relating to the development of policies and programs to provide energy conservation assistance to the industrial, commercial, institutional and agricultural sectors; and to the development of internal energy conservation programs for the efficient use, conservation and reduction in energy consumption by federal government departments. *Topics:* Business and government energy management; energy conservation task forces; industrial energy Enerdemo Program; Company Tax Incentives Program; federal energy management programs; regional delivery of federal energy management programs.

EMR/EPR-314

Conservation and Renewable Energy Co-ordination and Strategic Planning

Description: Information relating to the planning and co-ordination of programs and policies on energy conservation and renewable energy development in Canada. *Topics:* Conservation and renewable energy co-ordination and strategic planning; Regional Municipality of Ottawa-Carleton (RMOC) Waste Management Task Force; RMOC Waste Management Task Force meetings.

EMR/GSC-350

Geological Surveys

Description: Information relating to the management of the geological surveys activity to ensure the availability of comprehensive knowledge, technology and expertise pertaining to the geology of the Canadian landmass and offshore areas for the identification, exploration and exploitation of Canadian mineral and energy resources. Aspects include studies and research on the earth's surface deposits, crust and upper mantle. *Topics:* New technology and international programs; liaison with companies; federal-provincial mineral development agreements — Department of Regional and Industrial Expansion (DRIE); universities & colleges liaison; Geological Survey of Canada field work; research & development; Industrial Research Agreements Program; Program for Industry Laboratory Projects; Panel on Energy Research & Development; Geological Survey unsolicited proposals; Geological Survey Agreements; federal-provincial mineral development agreements (MDA); boundary disputes; frontier geoscience program; research projects; ocean mining and research program; oil and gas resources and exploration; liaison with societies; interdepartmental liaison; departmental liaison; international liaison; USSR international liaison; United States international liaison; international liaison — associations and organizations; provincial liaison; geological survey; committees; conferences; Canadian Geoscience Council liaison; liaison with institutes; Canadian International Development Agency (CIDA) geoscience aid projects; Memorandums of Understanding.

EMR/GSC-355

Mineral Resources

Description: Information relating to the management and operations of Mineral Resources activities which are to provide scientific and technical support services for Geological Survey of Canada and to maintain a national information base of Canada's non-hydrocarbon mineral resources and deposits. *Topics:* Regional metallogenic studies; uranium resources information bank; evaluation; rock and mineral information services; national collections; international strategic minerals inventory; mathematical applications in geology; mineral resources; mineral resources — publishing and editing, information systems, special projects; mineral deposits geology; mineralogy and analytical chemistry; regional mineral resource assessments; exploration geophysics instrumentation research and development; radiation geophysics; borehole geophysics; exploration geophysics; special projects; exploration geochemistry; national geochemical reconnaissance surveys; exploration geophysics skyvan aircraft equipment and use.

EMR/GSC-360

Geophysics

Description: Information relating to the management and operations of the Geophysics Division whose mandate is to ensure the availability of geophysical data, information, technology, standards and expertise concerning the configuration, evolution, structure and dynamic processes of the solid earth and the hazards associated with natural and induced geophysical phenomena. *Topics:* Geophysics; committees; conferences; Canadian Geoscience Council — liaison; liaison — associations and organizations, institutes, societies, companies; interdepartmental, departmental, international, provincial liaison; liaison — universities and colleges; Geophysics field work; research and development; Industrial Research Agreements Program (IRAP); Program for Industry Laboratory Projects; Panel on Energy Research and Development; Geophysics unsolicited proposals; federal-provincial agreements; federal-provincial mineral development agreements; boundary disputes; frontier geoscience program; Geophysics research projects; ocean mining and research programs; oil and gas resources and exploration; nuclear fuel waste management program; lithosphere studies; seismology; geophysics publications; Canadian siesmograph networks; seismograph network standard stations; eastern Canadian telemetered (SEISMIC) network; western Canadian telemetered (SEISMIC) network; strong-motion seismograph network; Yellowknife geophysical observatory; geoscience of nuclear explosions; geomagnetism; Canadian magnetic observatory network; paleomagnetism; gravity; gravity standards; Canadian gravity standardization network; international gravity standardization network; geodynamics; global dynamics; crustal dynamics; geothermics; aeromagnetics; seismology data centre; earthquake and seismic hazards; meteorite impact processes and studies.

EMR/GSC-365

Geoscience Information

Description: Information relating to the management and operations of the Geoscience Information Division whose role is to ensure that the results of the Branch's scientific programs are made available to industry, other government agencies and the general public. *Topics:* National Geoscan hardware/software operations; geoscience information library technical services; liaison with other libraries; exchange agreements; geoscience information; Geoscience Information — cartography services, editing services, library requests; geoscience information library international exchange agreements, United States exchange agreements, provincial exchange agreements; national geoscan; federal/provincial contributing agencies; publication production; publication services; technical photography services; technical information collection.

EMR/GSC-370

Lithosphere and Canadian Shield

Description: Information relating to management and operations of the Lithosphere and Canadian Shield Division activities ensuring the availability of comprehensive knowledge, technology and expertise on the bedrock geology and mineral resources of the Canadian Precambrian Shield, and also plutonic and igneous rocks in Atlantic Canada. *Topics:* Petrology; lithosphere and Canadian Shield; publishing and editing; geochronology; paleomagnetism.

EMR/GSC-380

Terrain Sciences

Description: Information of a general nature relating to the management and operations of Terrain Sciences activities to ensure the availability of comprehensive knowledge and expertise on surface materials, natural terrain hazards, and the capabilities of the terrain to support human activities. *Topics:* Quaternary environments; paleoecology and radiocarbon laboratories; sedimentology research; terrain sciences; environmental studies, publishing and editing; nuclear fuel waste management program, committees, external involvement, EMR/AECL co-ordinating program; terrain dynamics; terrain dynamics — permafrost research; geothermics; geothermal energy.

EMR/GSC-385

Atlantic Geoscience Centre (AGC)

Description: Information relating to management and operations of Atlantic Geoscience activities to ensure a comprehensive knowledge, technology and expertise on the geology of the Atlantic and Arctic offshore regions of Canada and the sedimentary basins of the Appalachian region not filed elsewhere by specific subject. *Topics:* Environmental marine geology; Atlantic Geoscience publications — cartography; oil and gas resources and exploration; Program for Industry Laboratory Projects (PILP); Atlantic Geoscience surveys; United States international liaison; USSR international liaison; eastern petroleum geology; liaison — universities and colleges; Atlantic Geoscience field work; provincial liaison; international liaison; departmental liaison; interdepartmental liaison; liaison — companies, societies, institutes, associations and organizations; conferences; committees; Canadian Geoscience Council liaison; Atlantic Geoscience Centre (AGC); liaison; research and development; Panel on Energy Research and Development; Atlantic Geoscience unsolicited proposals; boundary disputes; frontier geoscience program; Atlantic Geoscience research projects; ocean mining and research; Atlantic Geoscience publications.

EMR/GSC-390

Cordilleran and Pacific Margin

Description: Information relating to management and operations of the Cordilleran and Pacific Margin Geology activities to increase the knowledge of the composition, age, distribution and origin of regionally mappable rock units to better access the mineral and hydrocarbon potential in Canadian Cordilleras and adjacent offshore regions not filed elsewhere by specific subject. *Topics:* Juan de Fuca geoscience studes; liaison — companies; research and development; Cordilleran and Pacific Margin library; Cordilleran and Pacific Margin unsolicited proposals; Canadian Geoscience Council liaison; field work; universities and colleges liaison; liaison — provincial, international, departmental, interdepartmental, societies, institutes, associations and organizations; conferences; committees; Cordilleran and Pacific Margin; boundary disputes; frontier geoscience program; Cordilleran and Pacific Margin research projects; publications; marine geology.

EMR/GSC-395

Sedimentary and Petroleum Geology

*Description:*Information relating to the overall activities, management and operations associated with the sedimentary and petroleum geology activity which specifically entails the provision of a geological knowledge base for Canada and arctic sedimentary basins. *Topics:*Oil and gas resources and exploration; sedimentary and petroleum geology publications — cartography, books; industrial research agreements program; regional geology — curation and technical services, mainland, arctic islands; paleontology; frontier energy geoscience program; federal-provincial agreements; sedimentary and petroleum geology unsolicited proposals; field work; liaison — associations and organizations, companies, societies, institutes, Canadian Geoscience Council, universities and colleges; conferences; sedimentary and petroleum geology; committees; interdepartmental liaison; departmental liaison; international liaison; provincial liaison; research and development (R&D); Panel on Energy Research and Development (PERD); research grants; federal-provincial mineral development agreements; boundary disputes; sedimentary and petroleum geology research projects; ocean mining and research; coal geology; petroleum geology; petroleum geology — geochemistry, petroleum geology — resources; petroleum resources appraisal secretariat; calibration testing and facilities.

EMR/SMR-400

Surveys and Mapping

Description: Information relating to management of the Surveys and Mapping activity to ensure geodetic, topographic and selected geographic information required for effective resource management, land use and demarcation, engineering works, urban development, transportation, defence and public safety. The program includes a national network of horizontal and vertical positional reference monuments; topographical and geographical information on the Canadian landmass; preparation, publication and distribution of maps, charts, publications, aerial photographs, gazetteers, and the National Atlas of Canada; boundary and property surveys on federal land and international boundaries. *Topics:* Surveys and mapping associations; organizations; committees and conferences; liaison; projects; research and development.

EMR/SMR-405

Canada Lands Surveying

Description: Information relating to management and regulation of all surveys carried out in Canada Lands, as stipulated in the *Canada*

Lands Surveys Act. Canada Lands include all land in the Yukon and Northwest Territories that is not privately owned, Indian reserves, national parks and the lands offshore. *Topics:* Board of examiners for Canada Lands surveyors; survey contracts; co-ordinated survey areas; boundary surveys; electoral districts legal surveys; federal government surveys; Indian reserves; legal survey monument co-ordinate file; national and historical parks and sites; offshore surveys; survey information procedures; survey records; territories surveys; territorial resources base mapping; mining surveys; rights of way; settlement site surveys.

EMR/SMR-408

Geographical Information

Description: Information relating to the acquisition and generation of geographical information and knowledge on Canada comprising scientific and scholarly research and surveys on the geography of Canada and the cartographic design, compilation, preparation and completion of maps, publications, computerized information and display systems containing the results of geographical investigations. *Topics:* National atlas information system — liaison; information services, systems development; physical geography research; human geography research; historical geography research; economic geography research; national toponymic database; Gazetteers of Canada; Canadian permanent committee on geographical names; geographical names organizations; aeronautical charts planning and development; aeronautical charts automated system; physical geography; human geography; historical geography; economic geography; geographical research; international map of the world; cartographic services; geographical mapping; Canadian permanent committee on geographical names; geographical terminology; historical information and publications; decisions, proposals and enquiries; liaison; principles and policies; Canadian Permanent Committee on Geographical Names (CPCGN); Visual Flight Rules (VFR) products; Instrument Flight Rules (IFR) products; flight information; aeronautical charting; geographical information — liaison, services, contracts, committees.

EMR/SMR-409

Canada Centre For Surveying (CCS) (New)

Description: Information relating to the overall management of the Canadian Standards for Surveying and the Legal Surveys of Canada Lands, as well as to the maintaining of the Canada - US land and water boundary. *Topics:* Canada Centre for Surveying (CCS); grants and contributions; grants and contributions cases; status reports; associations and organizations; Pan American Institute of Geography and History (PAIGH); committees; conferences; Mineral and Earth Science Program (MESP) liaison; departmental liaison; interdepartmental liaison; provincial liaison; international liaison; foreign aid projects; operations; projects; research and development; unsolicited proposals; Memorandum of Understanding (MOU) on co-operation in surveying, mapping and remote sensing; memorandum of agreement on surveying, mapping and remote sensing; geodetic survey issues; legal survey issues; International Boundary Commission (IBC) issues.

EMR/SMR-410

Geodetic Surveys

Description: Information relating to the overall management of a national geodetic survey network which is fundamental to all forms of surveying. Aspects include research and development of standards, measurements of latitude, longitude, elevation and geometry of the earth's surface and its physical anomalies. *Topics:* Geodetic survey; geodetic survey operations; status reports; associations and organizations; Canadian Council on Surveying and Mapping (CCSM); Pan American Institute of Geography and History (PAIGH); geodetic survey committees; National Advisory Committee on Control Surveys and Mapping (NACCSM); geodetic survey conferences; liaison and information services; corporation liaison; departmental liaison; interdepartmental liaison; international liaison; USA liaison; provincial liaison; Newfoundland liaison; Canada - Newfoundland land surveying and mapping agreement; Prince Edward Island liaison; Nova Scotia liaison; New Brunswick liaison; Quebec liaison; Ontario liaison; Manitoba liaison; Saskatchewan liaison; Alberta liaison; British Columbia liaison; Northwest Territories liaison; Yukon liaison; Maritimes land registration and information services; territorial land use regulations; geodetic data management; national geodetic database; geodetic data analysis and adjustment; geodetic data services; North American Datum and Adjustment (NAD83); North American Vertical Datum and Adjustment (NAVD 88); NAVD88 symposia; US national geodetic survey involvement in NAVD88; geodetic secondary integration; geodetic field surveys; surveying equipment and instruments; initial surveys; Inertial Survey System (ISS); levelling systems; global positioning system; primary horizontal control; primary vertical control; satellite Doppler; supplementary control; geodetic systems development; contracting out; contracting out cases; source list for control survey contractors; geodetic projects; internal research projects.

EMR/SMR-415

Canada Centre for Mapping (CCM) (New)

Description: Information relating to the overall management of the topographical mapping program, used to formulate and maintain national standards for mapping, to produce aeronautical information products as well as the National Atlas. *Topics:* Canada Centre for Mapping (CCM); grants and contributions; status reports; associations and organizations; Canadian Institute of Surveying and Mapping (CISM); United Nations; Pan American Institute of Geography and History (PAIGH); Pan American Institute of Geography and History (PAIGH) — commissions; committees; Canadian Permanent Committee on Geographical Names (CPCGN); Canadian Council on Surveying and Mapping (CCSM); National Advisory Committee on Control Surveys and Mapping (NACCSM); conferences; liaison — interdepartmental, provincial, international; foreign aid projects; research and development; operations; Arctic and Northern Program.

EMR/SMR-418

Geographic Information Systems (New)

Description: Information relating to the development and maintenance of national geographic information systems (GIS) and geographic information databases across Canada in order to improve GIS technology. This includes information to promote and co-ordinate the development and application of GIS within governments and to support the development of a Canadian GIS industry. *Topics:* Geographic information systems; status reports; associations and organizations; committees; Inter-Agency Committee on Geomatics (IACG); conferences; liaison — departmental, interdepartmental, provincial; international; foreign aid projects; operations; land information management; research and development.

ENERGY, MINES AND RESOURCES CANADA

EMR/SMR-420

Map Publishing

Description: Information relating to the publication of maps, aeronautical charts, air photographs and related publications, and the maintenance of an adequate supply of these materials for sale to governments, industry and the public through a national network of dealers in the private sector. *Topics:* Associations; committees; liaison; aerial photographic services; National Air Photo Library; map distribution; map reproduction; map marketing.

EMR/SMR-425

International Boundary Commission

Description: Information relating to maintenance and regulation of the land and water boundary between Canada and the United States. Aspects include positioning of boundary line points, settlement of disputes and jurisdictional questions, regulation of construction and removal of boundary obstructions. *Topics:* Canadian boundary; boundary regulation; field operations; liaison; geographical co-ordinates; reports; United States boundary.

EMR/SMR-430

Topographical Mapping

Description: Information relating to mapping of the Canadian landmass in detail, showing relief elevation, lakes, rivers, roads, buildings, airports and canals, including names of features and places. *Topics:* Aerial survey database; associations; committees; contract mapping; digital mapping; nomenclature and toponomy; cartographic monitor system; Gestalt photo mapper; national digital topographic mapping standards; new mapping; remote sensing; research development; revisions mapping; standards and specifications; survey control; air profile recorder; photo identification.

EMR/GSC-435

Polar Continental Shelf Project

Description: Information relating to management and functions of the Polar Continental Shelf Project. Includes the study of scientific problems unique to Arctic Canada, provision of co-ordinated logistic support to public and private sector groups, provision of information on scientific operations to the scientific community and local inhabitants. *Topics:* Appreciation for support and services; associations and organizations; scientific committees; communications; photography; conferences; expeditions; information services; liaison; research agreements; unsolicited proposals.

EMR/GSC-440

Arctic Science

Description: Information relating to scientific investigations of Canada's Polar Continental Shelf, Arctic Ocean and mainland region in maintaining effective policies, and co-ordination of scientific activities relating to Arctic paleoclimate and climate forecasting. *Topics:* Climatology; glacier physics.

EMR/GSC-445

Logistical Support

Description: Information relating to provision and co-ordination of annual logistical support by the Polar Continental Shelf Project for field parties from federal departments, foreign governments and their agencies, Canadian and foreign universities and groups from the private sector. Includes such aspects as safety, living and working conditions, transportation, equipment and communications. *Topics:* Base camp operations; land use permits; field activities; fuel issues; procurement; aircraft procurement; materiel procurement; scientific services; vehicles; radio and navigation systems frequencies.

EMR/MET-450

Canada Centre for Mineral and Energy Technology

Description: Information relating to the co-ordination, promotion and administration of research and development activities in the explosives, energy and minerals field. *Topics:* Associations and organizations; committees; conferences; environmental issues; industrial and economic analysis; inventions, patents, copyrights; Panel on Energy Research and Development (PERD); program management; contracts administration; project selection; project monitoring and review; liaison; international liaison; research and development programs; technical information; electronic data systems; energy issues; international energy; metallurgy; mineral processing; mining; publications; technical services; technology evaluation; technology transfer.

EMR/MET-455

Canada Explosives Act Administration

Description: Information relating to administration of the *Canada Explosives Act* by testing and confirming the new explosives submitted for authorization, providing technical advice and investigating accidents. *Topics:* Liaison; testing and research; international liaison; certification and technical advice; research and development of new technical standards.

EMR/MET-460

Energy Technology

Description: Information relating to energy research and development to ensure the availability to Canada of adequate technology for the extraction, processing, use and conservation of energy resources, such as oil, gas, coal and uranium. *Topics:* Coal: carbonization; coal-liquid mixtures; combustion technologies for pollution abatement; conventional combustion; co-processing; co-processing pilot plant; fine coal beneficiation; fluidized-bed combustion; gasification; liquefaction processes; materials for utilization and conversion; mine atmospheres; mining; novel liquefaction and pyrolysis; preparation techniques; international and provincial liaison; reserve assessment; safety certification of equipment; strata mechanics; conservation: industrial processes; industrial mineral processes; plasma technology; road vehicle fuel economy; residential heating systems; nuclear: geomechanics in nuclear waste disposal; uranium extraction; alternate and conventional uranium extraction; uranium mine evaluation; uranium reserve assessment; petroleum supply: treatment of bitumen/oil emulsions and effluent waters; catalytic refining to transportation fuels; characterization of synthetic crudes and distillates; disposable catalysts; extraction of bitumen from oil sands; hydrocracking; in-situ recovery of bitumen and heavy oil; materials for hydrocarbon processing; tar sands; materials for offshore structures; materials for oil and gas pipelines; conversion of natural gas to liquid fuels; separation processes for synthetic fuels; thermal oil shale/catalytic residium conversion; renewable energy technology: biomass; materials for advanced energy conversion; photo-electrochemical cells; liaison; wood-fired residential heating.

EMR/MET-465

Minerals Technology

Description: Information relating to mineral resource policies and the support and monitoring of research and development in the minerals field in order to ensure the availability to Canada of adequate technology for the extraction, processing, use and conservation of mineral resources. *Topics:* Mineral technology; cost recovery; conservation and resource assessment; environmental technology for mining and processing; pollution control in industrial processes; uranium tailings technology; research and development in health and safety in the mine environment; noise and vibration in mines; materials development technology: advanced materials and instrumentation; failure control of materials; non-metallic minerals; aggregate technology; properties of engineering alloys; metals processing; transportation materials; heat-treated rail; marine materials; naval materials; metal casting; degradable sand and core binders; improved iron melting practice; low pressure mould casting, mobile foundry laboratory; ultra-clean steels; metal working; welding; mineral processing; by-product recovery of valuable metals; silver recovery in the zinc industry; metal extraction from concentrates or residues; hydrometallurgical lead process; microbiological leaching; mineral beneficiation; iron ore processing; mineral processing plant simulation; mining methods and equipment; rock mechanics; standards and specifications in analytical methods; chemical standards; materials testing; certification of non-destructive personnel; technology transfer.

EMR/SMR-470
Canada Centre for Remote Sensing
Description: Information relating to co-ordination and administration of research and development activities to improve remote sensing technology and facilitate the acquisition, dissemination and analysis of remotely sensed data from aircraft and satellites for resource management and environmental monitoring. *Topics:* Associations; committees; Canadian Advisory Committee on Remote Sensing; conferences; program management; provincial and international liaison; National Aeronautics and Space Administration (NASA); research and development programs.

EMR/SMR-475
Air Operations
Description: Information relating to utilization, operations, maintenance and calibration of aircraft and of electrical and electronic equipment engaged in remote sensing activities. *Topics:* Airborne data acquisition; aircraft operations and maintenance; aircraft systems support.

EMR/SMR-480
Automated Systems and Methods
Description: Information relating to research and development in computer systems and methods for the processing, analyzing and storing of remotely sensed data acquired from satellites and airborne platforms and the provision of technical assistance and advice for hardware procurement and software development. Also includes the provision and operation of facilities for processing satellite and airborne remotely sensed data. *Topics:* Synthetic aperture radar digital processor; digital storage technologies; the Digital Image Correction System; image analysis systems; visible infra-red spectroscopy; image processing systems; instrumentation laboratory; National Oceanic and Atmospheric Administration's (NOAA) satellite systems; Digital Image Analysis system; Multi-observation Satellite Image Correction system; standard computer compatible tape format.

EMR/SMR-485
Data Applications
Description: Information relating to research and development in remote sensing information extraction techniques and the development and demonstration of applications of remotely sensed data to resource management and environmental monitoring problems. *Topics:* Applications development and demonstration; agriculture; forestry; geology and cartography; hydrology.

EMR/SMR-490
Data Applications Services
Description: Information relating to provision of analysis facilities, and information and advisory services to assist users in applying remote sensing technologies. *Topics:* Marketing; image analysis services; library services; publications; transfer of remote sensing technologies to industry; technology enhancement program.

EMR/SMR-495
Radarsat
Description: Information relating to Radarsat projects for the development of a radar satellite capable of supplying sea ice information; research and development in spaceborne radar technologies; administration and co-ordination of the Radarsat projects. *Topics:* Economic studies; concept design studies; mission (user) requirements; technology development; spaceborn synthetic aperture radar; scientific liaison.

EMR/SMR-500
Satellite Data
Description: Information relating to the Satellite Data sub-activity ensuring the availability of data from satellites. Aspects include satellite operations and products, the acquisition of data, and research and development of new remote sensing techniques. *Topics:* European Space Agency (ESA) ERS-1 satellite program; National Aeronautics and Space Administration's (NASA) Landsat satellites; Landsat products; National Oceanic and Atmospheric Administration's (NOAA) Landsat-D satellites; Landsat-D receiving stations upgrade; receiving stations; NASA seasat and sursat program and projects; *satellite pour l'observation de la terre* (SPOT).

EMR/SMR-505
Sensors Research and Development
Description: Information relating to development and evaluation of new and novel remote sensors for use from airborne and satellite platforms. *Topics:* Airborne sensors; airborne laser sensors; microwave radiometer and scatterometer; visible and infra-red sensors.

EMR/MET-510
Explosives
Description: Information relating to administration of the *Canada Explosives Act*, in the interest of public and worker safety throughout Canada through the manufacture, storage, sale, transportation and use of explosives and the co-ordination of testing of explosives by the Canada Centre for Mineral and Energy Technology. *Topics:* Committees; interdepartmental, provincial and international liaison; model rocketry; explosives types and classification.

EMR/MET-515
Authorization and Testing of Explosives
Description: Information relating to the co-ordination of testing and authorization by the Canadian Explosives Research Laboratory of explosives which are imported, sold or used in Canada. *Topics:* *Explosives Act* and Regulations; fireworks; incidents; accidents.

EMR/MET-520
Manufacturing and Production
Description: Information relating to the manufacture and production of all types of explosives. Aspects include safety certificates; information on companies producing or manufacturing explosives. *Topics:* Manfacturing; production; safety certificates; factory sites.

EMR/MET-525
Safety Standards
Description: Information relating to policy development and management of safety standards for explosives. *Topics:* Equipment; magazines; packaging, labelling and marking; transportation.

EMR/MET-530
Licences
Description: Information relating to policy development, enquiries regarding licences and preparation of forms for explosive licenses. *Topics:* Factories; fireworks magazines; magazines; temporary magazines.

EMR/MET-535
Permissions
Description: Information relating to policy development, enquiries and preparation of forms for explosives permissions. Also includes two-components permissions. *Topics:* Ammonium nitrate, fuel oil permissions; re-loading ammunition permissions.

EMR/MET-540
Permits
Description: Information relating to policy development, enquiries and preparation of forms for explosives permits. *Topics:* Annual importation permits; general importation permits; transportation permits.

EMR/MET-545
Energy Research and Development
Description: Information relating to the development of federal research and development policies to ensure that Canada has the necessary research resources to support nation energy strategies. *Topics:* Office of Energy Research and Development (OERD); OERD planning; OERD information co-ordination; OERD library services; associations and organizations; International Energy Agency (IEA); IEA Committee on Energy Research and Development (CERD); CERD working party on end use technologies; CERD working party fossil fuels; CERD working party on renewable energy; committees; conferences; provincial liaison; Alberta - Canada Energy Resources Research Fund (ACERRF); federal-provincial demonstration agreements; liaison with industry; universities and colleges liaison; international liaison; liaison with USA; Interdepartmental Panel on Energy Research and Development (PERD); PERD meetings; PERD tasks and programs; proposals and funding for PERD tasks and programs; departmental proposals and funding for PERD tasks and programs; interdepartmental proposals and funding for PERD tasks and programs.

EMR/MET-550
Energy Research and Development Tasks and Programs
Description: Information relating to the development and implementation of plans for research and development activity in response to energy research policy and strategy, and to the co-ordination and administration of the interdepartmental research and development program. It includes the management and allocation of resources for projects that will help achieve and sustain domestic energy self sufficiency. *Topics:* Energy efficiency — Task 1; industrial energy research and development (IERD) — program 1.1; IERD advisory board meetings; energy efficiency — industry program 1.2; Development and Demonstration of Resources and Energy Conservation Technology (DRECT); national incinerator testing and evaluation program (NITEP); industrial process electro-technology; agriculture and food — subprogram 1.3.1; energy efficiency — buildings — program 1.4; energy efficiency — transportation — program 1.5; energy efficiency — energy systems — program 1.7; coal — task 2; international coal liquefaction; coal technologies — program 2.1; coal environment — program 2.2; fusion — task 3; renewable energy and generic environment — task 4; hydraulics — program 4.1; active solar — program 4.2; bioenergy — program 4.5; wind — program 4.6; geothermal — program 4.7; alternative transportation fuels — task 5; hydrocarbons enhancement — program 5.1; fuel use — program 5.5; hydrogen and energy storage — program 5.6; alternative transportation fuels — environment — program 5.7; oil, gas and electricity — task 6; geoscientific research and development — program 6.1; marine engineering — program 6.2; offshore geotechnics — program 6.3; materials — program 6.5; transportation of oil and gas — program 6.6; environment — program 6.7; electrical research and development — program 6.8; Canadian Electrical Association (CEA) research and development — subprogramme 6.8.1.

EMR/MPS-555
Mineral Policy
Description: Information relating to mineral development activities for the establishment, promotion and assessment of impacts of mineral policies and strategies and the provision of advice to senior officials on the implications of international mineral development. *Topics;* Environmental issues; mineral policy operations — personnel issues; mineral policy liaison — provincial; mineral policy liaison — interdepartmental; Mining Association of Canada (MAC); conferences; committees; mineral policy; associations and organizations; earth sciences; mineral policy liaison; mineral policy sector operations; research agreements program.

EMR/MPS-560
Mineral Economic Analysis
Description: Information relating to the assessment of economic and fiscal factors affecting the competitiveness of Canadian minerals and metals industry. *Topics:* Mineral economic analysis; associations and organizatons; contracts; data systems; economic prospects; federal policy analysis; federal micro policy analysis; financial and corporate analysis; financial and corporate analysis of mining companies; mining costs; mineral industry forecasting; foreign country economics; foreign ownership; mining equipment; mine and profitability models; taxation models; mining project analysis; non-ferrous smelter study project analysis; Queen's Centre for Resource Studies; regional economic analysis; tax policy analysis; federal tax policy analysis; federal income tax policy analysis; foreign tax policy analysis; provincial tax policy analysis.

EMR/MPS-565
Human Affairs in the Mining Industry
Description: Information relating to the analysis and development of strategies and programs in order to ensure the availability of human resources and enhance the quality of work life in mining communities. *Topics:* Mining community remote area development; human affairs in the mining industry; human affairs liaison; trade unions liaison;

health and safety in metals and minerals; minerals and metals job creation programs; minerals and metals labour markets and issues.

EMR/MPS-570
Minerals and Metals Information Services
Description: Information relating to the production, distribution, management and operation of minerals and metals information services. *Topics:* Mineral and metal information services, corporation information; information requests for; mineral statistics; information requests for mineral statistics; mineral statistics — provincial relations; mineral and metal survey program; annual mineral and metal surveys; census of mines, quarries and sand pits annual surveys; lightweight aggregates annual surveys; mineral and metal operators annual surveys; monthly mineral and metal surveys; production of mineral commodities monthly surveys; national mineral inventory; minerals and metals publications.

EMR/MPS-575
International Mineral Relations
Description: Information relating to bilateral and multilateral mineral relations, discussions and negotiations. *Topics:* International mineral relations; international mineral conferences, meetings and seminars; domestic associations and organizations; international mineral relations interdepartmental liaison; international organizations; Organization for Economic Co-operation and Development (OECD); United Nations; United Nations Committee on Trade and Development (UNCTAD); United Nations Convention on the Law of the Sea (UNCLOS); mineral trade analysis; mineral tariff structure analysis; foreign countries mineral profiles; African countries mineral profiles; Asian and Pacific countries mineral profiles; Caribbean countries mineral profiles; East European countries mineral profiles; Latin American countries mineral profiles; Middle Eastern countries mineral profiles; United States of America mineral profile; Union of Soviet Socialist Republic mineral profile; West European countries mineral profiles; United Nations Committee on Trade and Development (UNCTAD) Committee on Tungsten (COT); domestic mineral conferences, meetings and seminars; Korea mineral profile; General Agreement on Tariffs and Trade (GATT); General Agreement on Tariffs and Trade (GATT) Tokyo Round; South Africa mineral profile; world mineral notes; North Atlantic Treaty Organization (NATO); Japan mineral profile; Japan international mineral relations; Australia mineral profile; China mineral profile; European Economic Community (EEC); Romania mineral profile; France mineral profile; Federal Republic of Germany (FRG) mineral profile.

EMR/MPS-580
Industrial Minerals
Description: Information relating to the assessment and analysis of domestic and foreign mineral and metal commodities for the development and promotion of policies and programs. Aspects include annual and monthly mining and mineral surveys. *Topics:* Mineral and metal commodities; minerals and metals transportation; industrial commodities; domestic industrial commodities; industrial commodities committees, associations and organizations; Baie Verte Mining Corporation; Canadian Institute of Mining and Metallurgy (CIM); industrial commodities information requests.

EMR/MPS-581
Ferrous Commodities
Description: Information relating to ferrous commodities in order to assess and analyze Canadian and world supply, demand, development and production. Aspects include development of ferrous commodity strategies, private sector liaison, domestic and international commodity-specific committees and commodity-oriented projects and studies. *Topics:* U.S. coal environmental issues; rare earths; Organization for Economic Co-operation and Development (OECD) Steel Committee; European Economic Communities (EEC) Iron and Steel; U.S. iron and steel; Latin American countries iron ore; European countries iron ore; Australia iron ore; Asian and Pacific countries iron ore; African countries iron ore; Quebec Task Force on Iron Ore; shipping of iron ore; transportation of iron ore in the Great Lakes/St. Lawrence Seaway System; direct reduction of iron ore; agglomeration of iron ore; United Nations Economic Commission for Europe Steel committee; coal utilization; transportation of coal; coal resources; coal research and development; Canadian Electrical Association research and development; coal; ferrous commodities; iron ore; iron and steel; Coal Association of Canada; CEA Generation Research and Development Committee; CEA Advisory Panel on Flue Gas Desulphurization (FGD); ferrous commodities information requests; OECD International Energy Agency.

EMR/MPS-582
Non-ferrous Commodities
Description: Information relating to the overall analysis and assessment of non-ferrous commodities supply, demand, development and production. *Topics:* Lead policies; lead demand; lead prices; lead marketing; United Nations Conference on Nickel; International Nickel Company of Canada (INCO); domestic nickel mining; provincial negotiations; non-ferrous commodities; non-ferrous smelter modernization/pollution; abatement program; company negotiations; Intergovernmental Nickel Discussion Group (INDG); precious metals; zinc uses; Emergency Gold Mining Assistance (EGMA); copper supply; aluminium uses; copper trade policy; non-ferrous commodities information requests.

EMR/MPS-585
Regional Mineral Development
Description: Information relating to the regional mineral development strategies and policies in order to contribute to the mineral economic development of Canadian regions. *Topics:* Nova Scotia Mineral Investment Stimulation Program (MISP); Northern Land use planning; Saskatchewan planning agreement; Co-operative Mineral Development Programs; regional analysis; northern development; northern development — native land claims; infrastructure; regional mineral development; regional mineral development liaison; federal regional programs; mineral development agreements (MDA); regional mineral land use; regional mineral ecological issues.

EMR/MPS-590
Resource Supply Analysis
Description: Information relating to the analysis of mineral resource supply to ensure adequate supplies of minerals and metals for Canada. *Topics:* Canadian resource supply research and development; resource supply analysis; Canadian resource supply; exploration activity survey; mine monitoring liaison; surveys and analysis; reserves; foreign mineral supply; import dependence of strategic minerals; international strategic minerals inventory; ocean minerals; emergency planning and stockpiling, supply shortages; import studies on strategic minerals; geological information and mineral discoveries; mining exploration expenditures and mineral economy.

ENERGY, MINES AND RESOURCES CANADA

EMR/CPC-605

Corporate Policies Evaluation

Description: Information relating to the direction and co-ordination of federal and departmental program objectives, to the achievement of federal goals by pursuing the departmental mission and to the management of allocated resources. Specific activities include departmental management and support, corporate planning, program evaluation and internal audit. *Topics:* Corporate policies evaluation; management consulting services; management consulting services projects; internal audit; internal audit methodology; Auditor General audits; Treasury Board Comptroller General; co-operative audits; exclusive audits; follow-up audits; strategic planning; A-Base Review; Finance and Administration Sector A-Base Review; Personnel and Management Practices Sector A-Base Review; Energy Sector A-Base Review; Mineral Policy Sector A-Base Review; Research and Technology Sector A-base Review; Earth Sciences Sector A-Base Review; management accountability and control; program activity structure; program planning; strategic planning; strategic overview; program long-term plans; activity approval documents and reviews; operational work plans; program evaluation; departmental program evaluation; co-ordination and liaison; co-ordination of cabinet documents; co-ordination of cabinet committee briefings; co-ordination of Cabinet Committee on Economic and Regional Development (CCERD) briefings; co-ordination of Cabinet Committee on Priorities and Planning briefings; co-ordination and liaison with departmental organizations; co-ordination and liaison with other departments and agencies; co-ordination and liaison on provincial issues; co-ordination and liaison on provincial issues — cases; co-ordination of background material for briefings.

EMR/CPC-610

Environmental Affairs

Description: Information relating to the co-ordination of departmental participation in environmental assessment review. Includes advice and recommendations to senior management on environmental matters as they pertain to Energy and Mineral policy. *Topics:* Associations and organizations; environmental conferences; liaison; environmental committees; air emissions; acid rain; lead in gasoline issues; long range transport of air pollutants; Arctic environmental issues; climatic issues; energy research and development; energy sources; environmental assessment and review process; mineral industry issues; nuclear issues.

EMR/CPC-620

Communications

Description: Information relating to the provision of communications and public relations services to all departmental sectors, including marketing services, the analysis of public information requirements, the supply of information to the media and the arranging of exhibitions. *Topics:* Communications; exhibitions and displays; quality of service to the public; biographies; briefings; distribution of information; requests for publications and general information; photography; audio visual services and media relations; press clippings and articles; departmental press releases and newsletters; non-departmental press releases and newsletters; departmental speeches and addresses; non-departmental speeches and addresses; public information programs; earth sciences public information programs; Geos Publication; publishing and publications; energy conservation and renewable publications; advertising; conservation and non-petroleum sector advertising.

EMR/HRS-650

Human Resources Management

Description: Information relating to the development of human resources policies and programs to deliver personnel management services to all departmental employees in order to meet the current and future personnel management needs of the Department. Activities include the provision of complete and comprehensive services in the areas of staffing, organization and classification, pay and benefits, counselling services, staff relations, human resources planning, training and development, affirmative action and official languages. *Topics:* Human resources management.

EMR/HRS-655

Personnel Program Operations

Description: Information relating to the provision of personnel administrative services and programs and to the provision of personnel advice to management and employees of the Department. Aspects include information relating to training and development, official languages, personnel management information systems and services, staffing, classification and organization, staff relations, compensation and benefits program, work force adjustment, and employee assistance and counselling. *Topics:* Departmental training; long-term training; Treasury Board Secretariat — training; Public Service Commission — training; non-departmental training; investigations; harrassment; Personnel Management Information Systems and Services (PMISS); Central Agency Human Resources Systems; Human Resources Systems Development; Human Resources Sector Systems; Personnel Administrative and Reporting System; Operational Tracking System (OTS); Incentives Awards Program; Suggestion Awards Program; Merit Awards Program; staffing; Student Employment Programs; special employment programs; staffing actions; staffing resources training and development; staffing selection standards; monitoring and review; appeals; employment; transfers; competitions; National Joint Council; collective bargaining; managerial and confidential exclusions; grievances; Employee Assistance Program; unions; strikes and work stoppages; disciplinary action; hours of work and overtime; pay and benefits; superannuation; performance pay plan; scientific research pay plan; senior merit pay plan; pension plans; insurance; income tax; garnishment of pay; work force adjustment; unemployment insurance; staff relations.

EMR/HRS-660

Management Category and Human Resources Planning Programs

Description: Information relating to the co-ordination of personnel services for the Management Category and the development of departmental policies and procedures for the improved management of human resources to achieve equitable representation in the employment of women, disabled persons and other minorities, including the development of official languages policy and programs on services to the public, language of work and equitable representation of anglophones and francophones, and the delivery of classification services to management. *Topics:* Management category and human resources planning programs; affirmative action; human resources planning; management category personnel; senior management inventory system; downsizing senior management positions.

EMR/FAS-700

Energy, Mines and Resources Administration

Description: Information relating to the provision of management direction, policy, advice and comprehensive management support functions, systems and services to the two operational programs.

*Topics:*Energy, Mines and Resources administration; legislation; regulatory reform legislation; associations and organizations; departmental authorities; campaigns and canvassing; ceremonies and celebrations; committees, task forces, working groups; Corporate Management Committee; Mines and Resources Management Committee; corporations; conferences, meetings and seminars; consultants; correspondence procedures; executive correspondence procedures; inventions, patents and copyrights; legal documents; legal documents — cases; legal matters; Orders-in-Council; circulars and directives; departmental organization; interdepartmental organizations; Parliament; parliamentary enquiries; parliamentary Cabinet committees; reports; status of women; Treasury Board submissions; domestic visits; library services; translation services; graphic services.

EMR/FAS-710

Information Management

Description: Information relating to the development and maintenance of policies, procedures, systems and services required to support the general administration of government information management policies. Aspects include the administration of the access to information and privacy legislation, the co-ordiantion of information collection, the maintenance of a departmental information inventory and the management of records regardless of physical form or characteristics. *Topics:* Information management; information management branch strategy; accidents; information management branch promotion — brochures, factsheets, booth; information management training; training on the use of electronic information management systems; administrion of *Access to Information Act* and *Privacy Act* (ATIP); information collections — cases; departmental reports on administration of ATIP Acts; interdepartmental reports on administration of ATIP Acts; ATIP consultations by government institutions — cases; requests for access to information — cases; requests for access to personal information— cases; requests for access to personal information by investigative bodies — cases; requests for access to personal information by federal investigative bodies — cases; requests for access to personal information under section 8 (2) (*m*) — cases; personal information collections; personal information collections — cases; manuals management; security of information; automated systems and electronic equipment; informatics policy and planning secretariat — industrial liaison, standards and guidelines; computer services; informatics applications division; office communications field trial manuals and directives project; ATIP and records management automation project (closed series); text and information processing services (closed series); electronic information management systems — application development; departmental automated information management system; electronic information management systems support; telex services (closed series); FEMAIL automation project (closed series); maintenance of the information management system (closed series); new procedures for Officesmiths Records Management Application (closed series); office information systems improvement services; forms management; forms management projects; personnel forms management; departmental forms; Energy Supplies Allocation Board (ESAB) forms; non-departmental government forms; Canadian Government Standard Board forms (CGSB); licences and permits; mail and messenger services; management consulting services; photocopying and printing services; passports and visas — cases; information inventory; departmental central index; essential records program — cases; information systems — design, implementation and maintenance, operations and evaluation; information evaluation and scheduling; transfer of departmental historical records; transportation of personnel.

EMR/FAS-720

Financial Management

Description: Information relating to the provision of a decentralized financial management service to organizations throughout the Department, including the preparation of departmental operational plans and the distribution by allotment of appropriate funds from Treasury Board. *Topics:* Financial management; Financial Management Branch operational plans; accounts and accounting; accounts payable; accounts receivable; accounts receivable aging reports; advances; allotment and transfer of funds; banks and banking; cheques and chequing; claims; financial commitment control; cost recovery; debts due to the Crown; estimates and budgets; capital budgets; supplementary estimates; supplementary "A' estimates; supplementary "B' estimates; supplementary "C' estimates; supplementary "D' estimates; expenditures; expenditure forecast and variance analysis; provincial expenditures; expenditures for scientific activities; fees; financial authorities; financial encumbrances; funds and funding; grants and contributions; hospitality expenses; investments; loans; multi-year operational plans; budget year operational plans; public accounts; financial reporting and information systems; financial reports, statistics and statements; financial reports, statistics and statements for computer; revenue control; taxes; travel allowances and expenses; credit cards; conference allowances and expenses; travel and relocation expenses; travel and relocation expenses — cases.

EMR/FAS-730

Assets Policy, Planning and Systems

Description: Information relating to the planning, management and organization of buildings, properties, lands and sites owned or leased by the Department. *Topics:* Property management; property management liaison with Department of Public Works; property management strategic planning; property management work plans; property management work plan reporting system; property management work accommodation — cases; Crown-owned living accommodation; property management accounting and inventories; buildings and properties; buildings and properties — Prince Edward Island — cases; buildings and properties — Newfoundland — cases; buildings and properties — New Brunswick — cases; buildings and properties — Nova Scotia — cases; buildings and properties — Quebec — cases; buildings and properties — Ontario — cases; buildings and properties — Manitoba — cases; buildings and properties — Saskatchewan — cases; buildings and properties — Alberta — cases; buildings and properties — British Columbia — cases; buildings and properties — Yukon — cases; buildings and properties — Northwest Territories — cases; conservation and health issues in buildings; emergency and safety procedures in buildings; parking administration; parking administration — cases; streets and sidewalks; telecommunications; telephones and intercoms; tenant services.

EMR/FAS-740

Materiel Management

Description: Information relating to the procurement, leasing and inventory control of materiel and services for organizations throughout the Department. *Topics:* Materiel management; Materiel Management Division operational work plans; materiel management accounting and inventories; accounting and inventories for field equipment; accounting and inventories for materiel in stores;

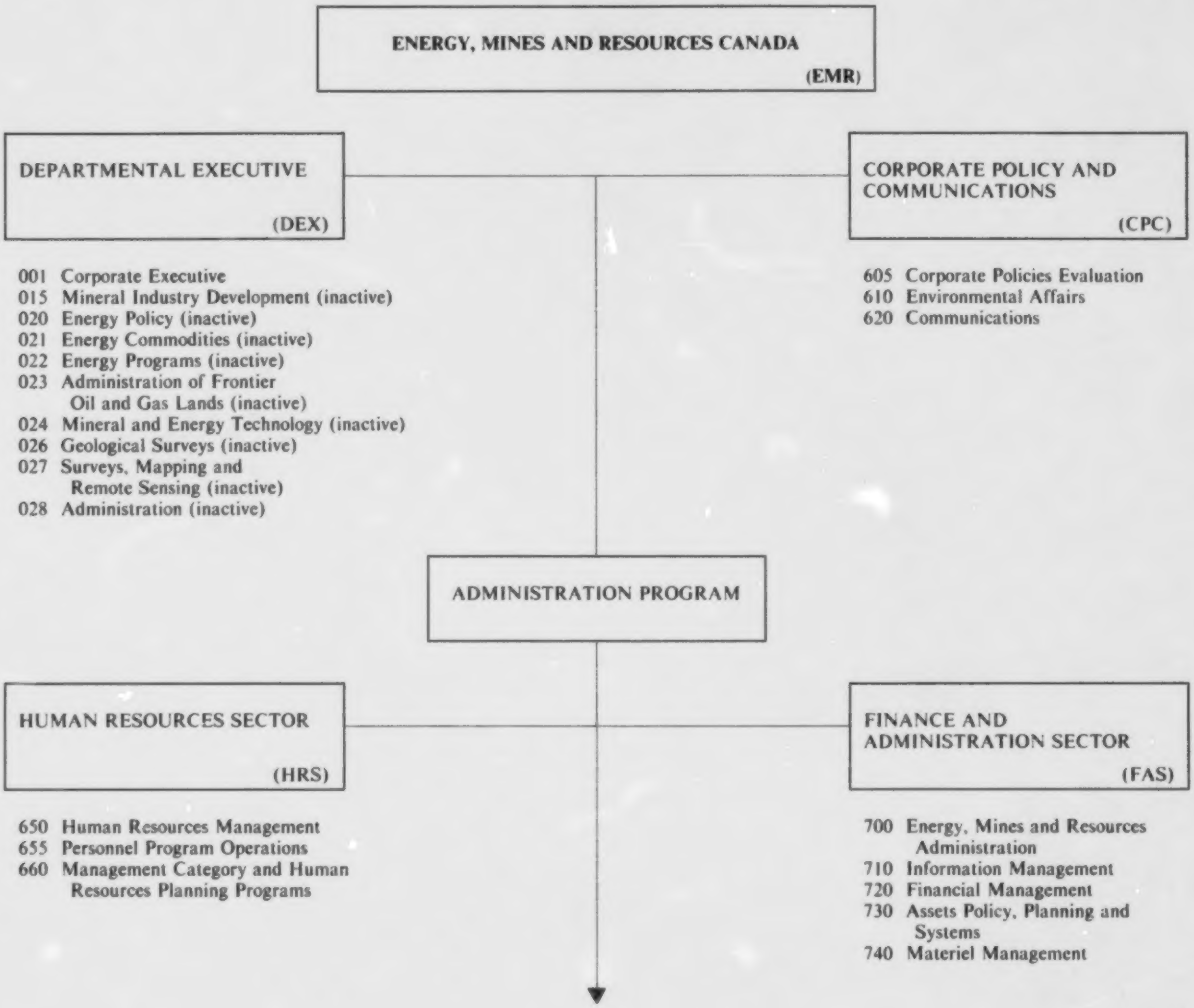
accounting and inventories for materiel in use; catalogues, annuals and price lists for materiel and equipment; disposal of materiel; loan and transfer of equipment; northern logistics; procurement of materiel and services; sources of supplies and services — cases; procurement of materiel; procurement of furniture and furnishings; procurement of office machines and equipment; procurement of stationery and forms; procurement of services; procurement of services — cases; procurement of services for legal surveys — cases; vehicles.

Deleted Classes of Records

Due to a departmental reorganization, the following classes of records have been deleted and integrated into other classes of records maintained by this department:

EMR/CGA-085	Policy Analysis and Co-ordination
EMR/EPR-166	Energy Conservation

ENERGY, MINES AND RESOURCES CANADA



ENERGY, MINES AND RESOURCES CANADA
(EMR)

DEPARTMENTAL EXECUTIVE
(DEX)

- 001 Corporate Executive
- 015 Mineral Industry Development (inactive)
- 020 Energy Policy (inactive)
- 021 Energy Commodities (inactive)
- 022 Energy Programs (inactive)
- 023 Administration of Frontier Oil and Gas Lands (inactive)
- 024 Mineral and Energy Technology (inactive)
- 026 Geological Surveys (inactive)
- 027 Surveys, Mapping and Remote Sensing (inactive)
- 028 Administration (inactive)

CORPORATE POLICY AND COMMUNICATIONS
(CPC)

- 605 Corporate Policies Evaluation
- 610 Environmental Affairs
- 620 Communications

ADMINISTRATION PROGRAM

HUMAN RESOURCES SECTOR
(HRS)

- 650 Human Resources Management
- 655 Personnel Program Operations
- 660 Management Category and Human Resources Planning Programs

FINANCE AND ADMINISTRATION SECTOR
(FAS)

- 700 Energy, Mines and Resources Administration
- 710 Information Management
- 720 Financial Management
- 730 Assets Policy, Planning and Systems
- 740 Materiel Management

ENERGY, MINES AND RESOURCES CANADA

ENERGY PROGRAM

CANADA OIL AND GAS LANDS ADMINISTRATION (CGA)

065 Canada Oil and Gas Lands Administration
070 Policy Analysis and Co-ordination Administration
075 Environmental Protection Administration
076 Environmental Studies Revolving Funds Administration
080 Rights Management Administration
090 Resource Evaluation Administration
095 Engineering Administration
100 Offshore Programs
105 Northern Operations

PETROLEUM INCENTIVES ADMINISTRATION (PNA)

110 Petroleum Incentives Administration
115 Canadian Ownership and Control Determination
120 Canadian Ownership and Control Determination Policy
125 Petroleum Incentives Program
130 Petroleum Incentives Program Policy

ENERGY COMMODITIES SECTOR (ECS)

140 Energy Emergency Planning
215 Electrical Energy
220 Uranium and Nuclear Energy
240 Transportation Energy
291 Energy Commodities
295 Petroleum Resources
300 Oil
305 Natural Gas

ENERGY POLICY SECTOR (EPC)

161 Energy Policy
171 Energy Strategy
176 Financial and Market Analysis
195 International Energy Relations
196 Energy Policy Co-ordination

CANADIAN EXPLORATION AND DEVELOPMENT INCENTIVE PROGRAM ([illegible]IP)

151 Canadian Exploration and Development Incentive Program (CEDIP)
152 CEDIP Operations
153 CEDIP Financial Payments and Controls
154 CEDIP Application Assessment
155 CEDIP Annual Expense Limit Control
156 CEDIP Technical Services
157 Interpretations and Rulings on CEDIP Legislation
158 Audit of CEDIP Applications
159 CEDIP Policy

ENERGY PROGRAMS SECTOR (EPR)

245 Renewable Energy
310 Conservation and Renewable Energy
311 Home Energy Programs
312 New Housing
313 Business and Government Energy Management
314 Conservation and Renewable Energy Co-ordination and Strategic Planning

ENERGY, MINES AND RESOURCES CANADA

CANADIAN EXPLORATION INCENTIVE PROGRAM (CEIP)

180 Canadian Exploration Incentive Program (CEIP)
181 CEIP Operations
182 CEIP Financial Payments and Controls
183 CEIP Application Assessment
184 CEIP Annual Expense Limit Control
185 CEIP Technical Services
186 Interpretations and Rulings on CEIP Legislation
187 Audit of CEIP Applications
188 CEIP Policy

MINERALS AND EARTH SCIENCES PROGRAM

GEOLOGICAL SURVEY OF CANADA SECTOR (GSC)

350 Geological Surveys
355 Mineral Resources
360 Geophysics
365 Geoscience Information
370 Lithosphere and Canadian Shield
380 Terrain Sciences
385 Atlantic Geoscience Centre (AGC)
390 Cordilleran and Pacific Margin
395 Sedimentary and Petroleum Geology
435 Polar Continental Shelf Project
440 Arctic Science
445 Logistical Support

MINERAL POLICY SECTOR (MPS)

555 Mineral Policy
560 Mineral Economic Analysis
565 Human Affairs in the Mining Industry
570 Minerals and Metals Information Services
575 International Mineral Relations
580 Industrial Minerals
581 Ferrous Commodities
582 Non-ferrous Commodities
585 Regional Mineral Development
590 Resource Supply Analysis

ENERGY, MINES AND RESOURCES CANADA

SURVEYS, MAPPING AND REMOTE SENSING SECTOR
(SMR)

400 Surveys and Mapping
405 Canada Lands Surveying
408 Geographical Information
409 Canada Centre for Surveying (CCS)
410 Geodetic Surveys
415 Canada Centre for Mapping (CCM)
418 Geographic Information Systems
420 Map Publishing
425 International Boundary
430 Topographical Mapping
470 Canada Centre for Remote Sensing
475 Air Operations
480 Automated Systems and Methods
485 Data Applications
490 Data Applications Services
495 Radarsat
500 Satellite Data
505 Sensors Research and Development

MINERAL AND ENERGY TECHNOLOGY SECTOR
(MET)

450 Canada Centre for Mineral and Energy Technology
455 Canada Explosives Act Administration
460 Energy Technology
465 Minerals Technology
510 Explosives
515 Authorization and Testing of Explosives
520 Manufacturing and Production
525 Safety Standards
530 Licences
535 Permissions
540 Permits
545 Energy Research and Development
550 Energy Research and Development Tasks and Programs

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF ENERGY, MINES
AND RESOURCES
580 BOOTH STREET
OTTAWA, ONTARIO
K1A 0E4

Chapter 42

ENVIRONMENT CANADA

A. GENERAL INFORMATION

Historical Background

The Department of the Environment officially came into being on June 11, 1971, following proclamation of the *Government Organization Act*, 1970. The *Government Organization Act* (1979) reorganized the Department of the Environment, adding Parks to it.

Responsibilities

The primary objective of the Department of the Environment is to preserve and enhance the quality of the environment for the benefit of present and future generations of Canadians. Departmental programs are designed to promote the establishment or adoption of objectives and standards relating either to environmental quality or pollution control, ensure the wise management and use of renewable resources and to provide Canadians with environmental information in the public interest. As well, the Department ensures that new federal projects, programs and activities are assessed early in the planning process for potentially adverse effects on the environment and ensures the preservation of nationally significant natural and cultural heritages.

Legislation

- Ambient Air Quality Objectives, Nos. 1 and 2
- Asbestos Mining and Milling National Emissions Standards Regulations
- Canada Water Act
- Canada Wildlife Act
- Canadian Environmental Protection Act
- Chlor-Alkali Mercury National Emissions Standards Regulations
- Chlor-Alkali Mercury Liquid Effluent Regulations
- Department of Transport Act
- Fisheries Act
- Fuels Information Regulations
- Game Export Act
- Government Organization Act
- Heritage Canals Regulations
- Historic Sites and Monuments Act
- International River Improvements Act
- International River Improvements Regulations
- Lac Seul Conservation Act
- Leaded Gas Regulations
- Lead-Free Gasoline Regulations
- Meat and Poultry Liquid Effluent Regulations
- Metal Mining Liquid Effluent Regulations
- Metallurgical Industries Arsenic Information Regulations
- Metallurgical Industries Mercury Information Regulations
- Migratory Birds Sanctuary Regulations
- Migratory Birds Convention Act
- Migratory Birds Regulations
- National Battlefield Act of Quebec
- National Parks Regulations
- Ocean Dumping Control Regulations
- Parks Policy
- Phosphorus Concentration Control Regulations
- Potato Processing Liquid Effluent Regulations
- Pulp and Paper Effluent Regulations
- Secondary Lead Smelter National Emissions Standards Regulations
- The Lake of the Woods Control Board Act, 1921
- Vinyl Chloride National Emissions Standards Regulations
- Weather Modification Information Act and Regulations
- Wildlife Area Regulations

Organizational Units and their Role

Federal Environmental Assessment Review Office

The Federal Environmental Assessment Review Office (FEARO) administers the federal environmental assessment and review process (EARP) for the Minister of the Environment. The process is used to predict and mitigate, early in the planning stages, the potential environmental and directly-related social impacts of government or other proposals requiring a federal decision. The process has two possible phases: an initial assessment of proposals by departments and/or an independent panel review. FEARO advises departments and provides secretariats to panels and to the Canadian Environmental Assessment Research Council.

Policy

The **External Relations Directorate** is made up of the National Affairs Branch and the International Affairs Branch. It oversees the Department's external relations and provides advice to program managers in dealing with other federal departments and agencies, provincial governments, governments of other nations and intergovernmental and non-governmental organizations.

The **Policy and Co-ordination Directorate** provides support to senior management in policy development and co-ordination, particularly for acid rain, the environment-economy thrust, science and energy and the environmental partnership fund.

The **Planning and Evaluation Directorate** is made up of the Planning Branch and the Program Evaluation Branch. The Planning Branch manages the corporate planning system and provides staff support to senior management in negotiations with central agencies. The Program Evaluation Branch conducts studies to provide periodic independent reviews and assessments of the impact and effectiveness of departmental programs and the efficiency with which they are being administered. The Systems and Administration Branch administers support for CPG.

Canadian Parks Service

The **Program Management Directorate** is responsible for the overall management of program planning and evaluation for Canadian Parks Service functions; the preparation of multi-year forecasts and estimates; the development and implementation of policies, programs and standards related to general administration, information services, liaison and co-operation at the national and international level;

marketing management consultation; reviews and audits; socio-economic research; townsite management; realty policy and engineering and architectural activities.

The **Realty Services Branch** provides direction and guidance on the management of real property administered by the Canadian Parks Service (CPS). It administers leases, licences, agreements, rentals, acquisitions, disposals and titles.

The **Socio-Economic Branch** provides advice and research to the Canadian Parks Service program; maintains a research data accumulation and analysis capacity; and develops research methods to meet recurring CPS needs and to maintain a socio-economic information program.

The **Marketing Branch** provides strategic orientation and corporate direction to the marketing function throughout the Canadian Parks Service; develops and implements comprehensive national market plans, and manages the marketing management process. It also monitors progress against market plans and develops and directs program marketing strategies accordingly.

The **Architectural and Engineering Services Branch** is responsible for establishing technical policies, standards and guidelines for engineering and architectural services and for providing direction and support to the Canadian Parks Service in historic restoration, engineering, building and landscape architecture. This includes the development of comprehensive systems to effectively manage CPS contemporary and historical physical assets.

The **National Parks Directorate** is responsible for the development and operation of a system of national parks which protect significant natural areas, the development of a system of natural landmarks, the development of co-operative heritage areas through federal-provincial agreements, participation in the Canadian Heritage Rivers System, and the development of the Canadian Heritage Trail System in co-operation with the provinces/territories. The Directorate is also responsible for the development and implementation of policies, procedures and legislation for planning and managing these systems to enable their use and enjoyment by the public.

The **National Historic Parks and Sites Directorate** is concerned with the preservation, development, maintenance, operation and interpretation of national historic parks and sites and heritage buildings and canals. The activities of the Directorate include archaeological, historical and architectural research; interpretation through live animation, exhibits, films and slide programs; conservation of artifacts and provision of curatorial services for period furniture, costumes and apparel.

The **National Battlefields Commission** is a Crown corporation responsible for the preservation, management and operations of the national battlefields in Quebec. It is funded through the annual appropriations of the Department of the Environment and is responsible to Parliament through the Minister of the Department.

Conservation and Protection

The **Policy and Programs Directorate** develops and implements national environmental conservation and protection policies and strategies, evaluates and controls the effectiveness and efficiency of Conservation and Protection programs; and develops, implements and co-ordinates integrated Department-wide programs.

The **Canadian Wildlife Service** carries out the federal government's responsibilities for wildlife and wildlife habitat, promotes sustainable development and reports to Canadians on the state of their environment.

The **Sustainable Development Branch** develops and assists in the establishment of sustainable development strategies; develops and implements methods and tools for the realization of sustainable development; provides information necessary to support intergrated, environmentally sound development; develops and co-ordinates an integrated Canadian Wildlife Service climatic change impact response program; leads the development and implementation of a federal policy on wetland conservation; develops and implements a national habitat program; and develops and applies ecological and land use information in support of sustainable development initiatives.

The **State of the Environment Reporting Branch** provides leadership and co-ordination of the federal State of the Environment (SOE) Program which includes: publication of the five-year national SOE report, fact sheets and reports, identification of emerging priority environmental issues, strategic planning, development of methods and techniques for SOE reporting including the use of indicators, and collaboration in the creation and management of an environmental database and referral system. The Branch also provides scientific and technical publication support to the other branches of the Canadian Wildlife Service.

The **Program Analysis and Co-ordination Branch** is responsible for all Canadian Wildlife Service corporate program planning, evaluation and policies, human resource and financial management control, as well as communicating the importance of wildlife to Canadians and the need for wildlife conservation in Canada. The Branch is active as liaison and in the co-ordination of wildlife conservation objectives, both nationally and internationally, through participation in various international standing committees, as well as the Latin American Program and federal-provincial-territorial wildlife conferences.

The **Migratory Birds and Wildlife Conservation Branch** is responsible for population and habitat enhancement of migratory birds, the enforcement and co-ordination of regulations under the *Migratory Birds Convention Act* and *Canada Wildlife Act*, and for endangered species recovery plans and transboundary wildlife. It is also responsible for the administration of the Convention on International Trade in Endangered Species (CITES), the secretariat of the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) and co-ordination of the Department of the Environment's program on humane trapping systems.

The **Wildlife Toxicology and Surveys Branch** is responsible for migratory bird surveys, research on effects of toxic chemicals on wildlife, and management and interpretation of a national database of chemical residues in wildlife.

The **North American Waterfowl Management Plan Implementation Branch** (NAWMP) is responsible for the planning, management, implementation and co-ordination of the NAWMP, federally (Environment Canada and other government departments), nationally (provinces and non-governmental organizations), and internationally (U.S.A.).

The **Inland Waters Directorate** promotes sound management and development of Canada's water resources in keeping with federal responsibilities and national objectives. It meets federal responsibilities under the *Canada Water Act*, the *International Boundary Waters Treaty Act* and the *International River Improvements Act*. It is responsible for administering 37 federal-provincial agreements negotiated under the *Canada Water Act* concerning flood damage reduction, river-basin planning and implementation, and water quantity and quality surveying activities. It undertakes research in support of water management activities in order to provide expert advice on water issues of national significance. This research includes necessary initiatives for activities carried out under the Canada-Ontario Great Lakes Water Quality Agreement.

ENVIRONMENT CANADA

The **Environmental Protection Program Directorate** is responsible for protecting the quality of the environment through the prevention or reduction of the harmful effects of pollutants on health and the environment. The Directorate develops and implements regulations and guidelines, and consults with and provides environmental advice to other federal departments, provincial governments, industry, and non-government organizations.

The major goal of the **Industrial Programs Branch** is to reduce to a minimum the negative effects of industrial and urban activities and the transportation sector on the environment. To this end, the Branch conducts and co-ordinates studies for the development and promotion of preventive and remedial measures for identified environmental problems and for assessing their cost effectiveness.

The **Commercial Chemicals Branch** evaluates and assesses for hazard priority chemicals existing in Canada. The Branch is also responsible for the notification and evaluation process for all substances that are new to Canada as well as environmental impact analysis of new and existing pesticides. Regulatory and non-regulatory approaches for controlling the manufacture and marketing of these chemicals are developed and implemented.

The **Technology Development and Technical Services Branch** promotes and undertakes development, demonstration, and transfer of environmental technology to enable cost effective attainment of improved environmental quality. It also provides technical services, primarily involving pollution measurement, and develops training materials to promote environmental protection.

The **Management and Emergencies Branch** manages the planning and implementation of environmental protection programs in general (such as environment assessment, compliance and enforcement) and is responsible for specific programs, including ocean dumping and environmental emergencies. The Branch also: develops and provides information on the sources and releases of pollutants; performs socio-economic analyses in support of regulations and other intervention strategies; and documents and communicates the environment-economy linkage.

Atmospheric Environment Service

The **Atmospheric Research Directorate** is responsible for the management of atmospheric and related environmental research and development projects. It conducts research in the areas of monitoring and depletion of the stratospheric ozone layer, solar radiation instrumentation, cloud and precipitation processes, precipitation scavenging of pollutants, weather modification and weather radar. It also carries out research on sea-state observing and forecasting systems, meteorological and ice problems related to surface transportation, aeronautics, wind energy, building construction and the utilization of satellite data. It also administers the *U.S.-Canada Weather Modification Information Act* and is responsible for the provision of an efficient and effective federal program in air quality and technology transfer.

The **Weather Services Directorate** is responsible for the co-ordination, national implementation and on-going development of the following four main activities or systems within Field Services: data acquisition, meteorological communications, forecasting, and the provision of weather services. These activities are integrated to provide timely data, weather warnings, forecasts and advice to users.

The **Canadian Meteorological Centre** is responsible for forecast operations, computer operations and operation development.

The **Canadian Climate Centre** conducts research into climate predictions, man's impact on climate and cause-and-effect relationships between the climate system, society and the environment. The Centre provides climate data, information, applications services and consultations to federal departments and national organizations, and supports regional offices in serving regional and provincial needs. The Centre is also responsible for the documentation, quality control and archiving of all official Canadian climate data.

The **Central Services Directorate** is responsible for providing ice information as well as consultation and advice on the use of the information. It also provides computing services, technical and professional training, long-range planning and network maintenance for data acquisition networks and expertise for the development and implementation of atmospheric instruments and systems.

Communications

The Communications Directorate is composed of three branches: Operations, Policy and Planning, and Creative Services.

The **Operations Branch** provides advice and support to the Minister's Office and to the headquarters and regional operations of the three line Services: Atmospheric Environment Service, Canadian Parks Service, and Conservation and Protection Service. The Branch serves the needs of some corporately managed projects, such as Environment Week and State of Environment reporting. A media relations group within the Branch at headquarters co-ordinates all national announcements, ministerial speeches and press conferences. It prepares guidelines and provides training and advice to departmental spokespersons. Communications Directorate staff are assigned to each of the services at headquarters to advise the Assistant Deputy Ministers and their managers on the communications aspects of their programs. A similar arrangement exists in each of the five regional offices.

The **Policy and Planning Branch** at headquarters develops departmental communications policies, prepares an annual strategic communications plan and co-ordinates the preparation of operational communications plans for the Department. The state of the environment analysis required by this planning and the management of these issues are conducted in collaboration with the Corporate Planning Group, which is responsible for co-ordinating public opinion studies by the Department. The Policy and Planning Branch works closely with the Corporate Planning Group on a range of policy issues and assists with the communications aspects of inter-governmental affairs, such as meetings of the Canadian Council of Resource and Environment Ministers.

The **Creative Services Branch** provides advice and services in film, display and advertising. The Branch is responsible for the development and administration of publications policy and other guidelines and standards. It monitors compliance with government policies relating to official languages, stereotyping and depiction of minorities. The Branch is responsible for producing the Department's annual report and internal and external publications.

Manuals

(Federal Environmental Assessment Review Office)
- Environmental Assessment and Review Process Guidelines Order of June 1984
- Environmental Assessment Panel Reports

- Occasional Papers Series
- Scientific and Research Publications

(Canadian Parks Service)
- Act on National Battlefields of Quebec
- Heritage Canals Regulations
- Historic Sites and Monuments Act
- National Battlefields of Quebec
- National Historic Parks General Regulations
- National Historic Parks Wildlife and Domestic Animals Regulations
- National Parks Act
- National Parks Regulation
- Parks Administrative and Management Directives (Volumes 1-6)
- Parks Policy
- Policy on Federal Heritage Buildings

(Conservation and Protection)
- Analytical Methods Manual (for water quality)
- AQUAREF (database of references to scientific and technical literature on water resources)
- Canada Migratory Birds Convention Act and Regulations
- Canada Wildlife Act
- Canadian Wildlife Service Sign Manual
- CITES Reports
- DREF (on-line reference to water resource numerical databases)
- Federal Guidelines for the National Flood Damage Reduction Program
- Federal Policy on Land Use
- Guidelines for Joint Federal-Provincial River Basin Planning Projects
- Guidelines for Wildlife Policy in Canada
- Hydrodynamic Model Documentation Manual
- Water Management Model Manual
- Hydrologic Design Methodologies for Small Scale Hydro at Ungauged Sites
- Hydrometric Surveys — Field and Office Manual (approximately 45, including manuals on HYDAT — a database for streamflow and water level data)
- Migratory Bird Sanctuary Regulations
- Migratory Birds—Bird Banding Manual
- Monograph Series
- NAQUADAT — Guide to Interactive Retrieval (for water quality data)
- Occasional Papers Series
- Progress Notes Series
- Sampling for Water Quality
- Scientific and Technical Publications Report Series
- Small-Hydropower Handbook for British Columbia
- Transactions of Federal-Provincial Wildlife Conferences
- Water Supply Constraints to Energy Development — Users' Manual
- Water Use Analysis Model Manuals
- Wildlife Area Regulations

(Atmospheric Environment Service)
- Aviation Weather Services Booklet
- Abstracting Recorded Precipitation
- Conversion Tables
- Data Acquisition Reference Manual (METNET/RESMET)
- Evaporation
- General Operations Reference Manual
- Manual of Aviation Weather Information (MAWIS/GAMA)
- Manual of Climatological Observations
- Manual of Marine Weather Observing (MANMAR)
- Manual for Port Meteorological Officers (MANPORT)
- Manual of Presentation Standards, 1987 (MANPRES)
- Manual of Procedures for Recovering Cost of Providing Specialized Services and Products (MANREV)
- Manual of Standard Procedures for Issuing Aviation Forecast Bulletins, Advisories and Messages (MANAIR)
- Manual of Standard Procedures for Public Weather Services (MANPUB)
- Manual of Surface Weather Observations (MANOBS)
- Manual of Upper Air Observations (MANUPP)
- Manual of Weather Observing for Auxiliary Ships Operating on the Great Lakes and St. Lawrence River (MANLAKE)
- Manual of Word Abbreviations (MANAB)
- Meteorological Radiofacsimile Broadcast for Mariners
- Offshore Weather Observing Stations (no longer published, 1987)
- Radar Handbook
- Scale of Issue Manual (METSCAL)
- Snow Surveying
- Soil Temperature
- Solar Radiations
- Sunshine
- Supplementary Aviation Weather Observations
- The Transmission of Ships' Weather Reports to Coastal Radio Stations
- Users' Guide to Autostations
- Wind

Additional Information

Requests for further information about the Department's various programs and functions may be directed to:

Environment Canada
Communications Directorate
Les Terrasses de la Chaudière
10 Wellington Street
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0H3)
(819) 997-2800

Conservation and Protection Service

Environment Canada
16th Floor, Place Vincent Massey,
351 Saint-Joseph Boulevard
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0H3)
(819) 953-1100

Federal Environmental Assessment Review Office

Environment Canada
13th Floor, Fontaine Building
200 Sacré-Coeur Boulevard
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0H3)
(819) 997-1000

Atmospheric Environment Service

Environment Canada
4905 Dufferin Street
Downsview, Ontario
M3H 5T4
(416) 739-4147

Canadian Parks Service

Environment Canada
Les Terrasses de la Chaudière, 4th Floor
10 Wellington Street
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0H3)
(819) 994-5073

Regional Offices — Conservation and Protection Service

Pacific and Yukon Region

Environment Canada
Kapilano 100, Park Royal
West Vancouver, British Columbia
V7T 1A2
(604) 666-5890

Western and Northern Region

Environment Canada
4999—98 Avenue
Edmonton, Alberta
T6B 2X3
(403) 468-8065

Ontario Region

Environment Canada
25 St. Clair Avenue East, 6th Floor
Toronto, Ontario
M4T 1M2
(416) 973-8636

Quebec Region

Environment Canada
1141 Route de l'Église
P.O. Box 10100
Ste-Foy, Quebec
G1V 4H5
(418) 648-4077

Atlantic Region

Environment Canada
Queen's Square, 5th Floor
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N6
(902) 426-7648

Regional Offices — Canadian Parks Service

Director General
Atlantic Region
Historic Properties
Upper Water Street
Halifax, Nova Scotia
B3J 1S9
(902) 426-3405

Director General
Ontario Region
111 Water Street
Cornwall, Ontario
K6H 6S3
(613) 938-5869

Director General
Quebec Region
3 Buade Street
P.O. Box 6060
Haute Ville, Quebec
G1R 4V7
(418) 648-4042

Director General
Prairie and Northern Region
Confederation Building, 4th Floor
457 Main Street
Winnipeg, Manitoba
R3B 3E8
(204) 983-2120

Director General
Western Region
220 Fourth Avenue Southeast, Room 552
P.O. Box 2989
Calgary, Alberta
T2P 3H8
(403) 292-4444

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Environment Canada
3rd Floor
Place Vincent Massey
351 St. Joseph Boulevard
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0H3)
(819) 997-4552

Reading Room

In accordance with section 71 of the *Access to Information Act*, reading rooms where members of the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public are available in the National Capital Region and in all regional offices across Canada. The addresses in the National Capital Region are:

Departmental Library
Chaudiere Branch
Les Terrasses de la Chaudière, Mezzanine
10 Wellington Street
Hull, Quebec

Departmental Library
Place Vincent Massey, 2nd Floor
351 Saint-Joseph Boulevard
Hull, Quebec

Classes of Records

DOE/CPS-005
Management Information and Outreach
Description: Information on the general management and operational responsibilities of the Parks Program. *Topics:* Policy and program activities; information exchange with foreign countries; hours of operation; levels of service; awards and honours; co-operative activities with public and private organizations; capital development projects and planning systems; operational planning; management

improvement; central system program evaluation; public consultation and participation; general resources — inventories, management and research; park signs; general surveys and studies.

DOE/CPS-010
Realty
Description: Information on the management of real property including National Parks, National Historic Parks and Sites, Heritage Canals and Corridors, Admiralty, Dominion and Ordinance lands. Involves the acquisition of land by the Crown, the leasing, licensing and granting of concessions on Crown-owned land, the sale or disposal of Crown-owned land, and other related land matters. *Topics:* General agreements; agreements for bridges and causeways; roads, walks and highways, wharves and docks; boundary lines and encroachments; freehold lands; lettings and concessions; franchises; lease of land; licences of occupation; use of electric power, water power, surplus water; land acquisition; sale and disposition of land; utilities — land use, rental setting. *Storage Media:* EDP and microfiche. *Retrievability:* The general realty records are arranged by subject. Individual leases, licences of occupation and concessions are arranged by location, the number of the lot and block and by the name of the individual.

DOE/CPS-015
Socio-economic Research
Description: Information on socio-economic surveys and studies carried out by Parks in support of the planning, development and operation of National Parks, National Historic Parks and Sites and Heritage Canals. *Topics:* Research review process, information enquiries from internal and external sources, research projects, surveys and studies, historical data. *Storage Medium:* EDP Systems and hard copy. *Special Access Note:* These records are located at Parks headquarters and regional offices. Final reports available to the public through departmental libraries and specialized document collections located at headquarters and regional offices.

DOE/CPS-020
Public Use Database
Description: Information on the collection of data on attendance and use of specific facilities and services for National Parks and National Historic Parks and Sites; collection of information on interpretation, camping and gateways at National Parks; vessel movement data on the Heritage Canals. *Topics:* Attendance data for National Parks and National Historic Parks and Sites; interpretive facility and services data collection; campgrounds utilization, volume of vehicular traffic at National Park gateways; vessel movement data on the Heritage Canals. *Storage Medium:* EDP Systems and hard copy. *Retrievability:* These records are located at Parks headquarters, regional offices and park offices. A report is issued annually and distributed widely (300 copies) to government agencies, universities and libraries. Monthly attendance reports (300 copies) are also distributed widely in a similar manner.

DOE/CPS-030
Historical and Contemporary Technical References
Description: Plans, drawings, specifications, standards, guidelines and reports on historical and contemporary engineering and architectural projects in Parks. Also historical records and training material on historical preservation. *Topics:* Plans, drawings, specifications (contract, construction and manufacturing), standards and guidelines, "as-found" information, archaeological reports, feasibility studies, recording field notes, general information and training packages. *Storage Medium:* EDP and microforms.

DOE/CPS-035
Projects
Description: Information on engineering and architectural projects carried out in the Parks Program, including the project authorization form, project brief, design data, cost estimates, management reports and project schedules. (See also DOE/PKS-005, Management Information and Outreach). *Topics:* Planning; design; construction; operation; maintenance; equipment; services; utilities; facilities; claims and evaluation.

DOE/CPS-040
Environmental Protection
Description: Information on environmental protection in the National Parks, including pollution of air, land and water, as well as regulations, studies and reports compiled on environmental protection. *Topics:* General correspondence and reports on environmental protection; pollution and pollutants; regulations; reports and returns; surveys and studies; water supplies and wildlife.

DOE/CPS-045
Flora
Description: Information on botany, ecology and forestry management in the National Parks. *Topics:* General correspondence and reports; forest fires; regulations; silviculture; pest control; statistics; surveys and studies; timber cutting.

DOE/CPS-050
Health and Social Services
Description: Information on the various health and social services provided to people in a park. *Topics:* Health services for park visitors; ambulance, hospital and nursing stations; health and welfare services for Park residents by the provincial governments.

DOE/CPS-055
Justice and Law Enforcement
Description: Information on justice and law enforcement in the National Parks, and the National Historic Parks and Sites. *Topics:* Justice and law enforcement, crimes and violations, judicature, police services, reports and returns, statistics, surveys and studies.

DOE/CPS-060
Marine National Parks
Description: Information on marine environments (both salt and fresh water) which merit protection because of their natural phenomena. *Topics:* General development and planning, surveys and studies.

DOE/CPS-065
Mineral Resources
Description: Information on mining, oil and gas activities at or near Parks facilities. *Topics:* Mineral exploration and development; mineral claims; quarrying and various mining activities; oil and gas exploration and development; leases and permits.

DOE/CPS-070
National Landmarks
Description: Information on potential National Landmarks which merit protection of specific natural phenomena without requiring large land holdings in order to preserve and interpret them. *Topics:* Development and planning; surveys and studies.

DOE/CPS-075
National Parks
Description: Administration, management and control of National Parks. *Topics:* Archaeology and artifacts; camp sites; cemeteries; development and planning; management plans; interpretive planning; townsite planning; regional planning; ski areas; day use areas; interpretive services; nature trails; signs; talks and tours; special events; extension services; interpretive centres; permits to collect specimens; public participation; research; sports; statistics; surveys and studies; tourists and tourism — accommodation, bath houses, hot springs, catering and restaurants, souvenirs and handicrafts.

DOE/CPS-080
Water Resources
Description: Information on the use of water resources in the Parks. *Topics:* Water levels; water rights; hydrological surveys; hydro power development within a park for park use only; hydrometric networks; regulations; reports; surveys and studies.

DOE/CPS-085
Wildlife
Description: Information on all types of wildlife in the National Parks and National Historic Parks, including the management and protection of wild animals, birds, fish and insects. *Topics:* Diseases; rare and endangered species; census; licences and permits; hunting; regulations; surveys and studies; trapping; immobilization drugs; live capture; gifts of animals; preserves; furs and hides; fish culture; hatcheries and stocking; sport and commerical fishing in National Parks; insects and their control; use of insecticides.

DOE/CPS-090
National Historic Parks and Sites
Description: Information on the preservation, development, management, interpretation, operation and maintenance of the National Historic Parks and Sites of Canada. *Topics:* Monuments and plaques; Canadian Inventory of Historic Buildings; proposed parks and sites; heritage canals; public participation; permits; heritage conservation and building programs; other heritage agencies; historic resources in other countries; seasonal closing; archaeology and artifacts; identification, inventory and recording of historic buildings; cemeteries; development and planning, including management plans; interpretation planning; programs for the acquisition, development and control of lands and facilities within national historic parks and sites; interpretive services — exhibits, interpretive routes, costumes, period ordinance and furnishings, personal interpretive contracts, theatres, guided tours, extension programs, special events and interpretation centres; documentary, archaeological and architectural research; restoration; statistics, surveys and studies; tourist activities and tourism, souvenirs and handicrafts and Register of Federal Heritage Buildings.

DOE/CPS-095
National Battlefields Commission
Description: Responsible for the preservation, management and operation of the National Battlefields Park, Quebec. *Topics:* Administration; policy; planning studies and reports.

DOE/CAP-100
Program Activity Structures and Objectives
Description: Information on systems for strategic and operational planning and program evaluation, management practices and controls, performance measurement, priority settings, resource-based economic strategy and perspective, socio-economic and scientific development studies, implementation of integrated programs. *Topics:* Program activity structures and objectives, surveys and studies, Improvements in Management Practices and Controls (IMPAC), toxic substances, Co-operative Projects with Industry (COPI), Pilot Industry Laboratory Program, Shore Zone Program, Biomass.

DOE/CAP-105
Biometrics
Description: Information on the biometry of migratory birds. *Topics:* Migratory game birds hunting permits; waterfowl surveys; data processing.

DOE/CAP-110
Enforcement
Description: Information on the enforcement of *Migratory Bird Convention Act*, Migratory Bird Regulation, Migratory Bird Treaty. *Topics:* General correspondence; authority to purchase migratory birds; authority to issue permits; payments of fines; Migratory Birds Conviction List, report convention; legal fee; appointment of game officer; appointment of agents; protocol with U.S.A.; enquiries and questions; Indians and Inuit; treaties and letters of understanding with foreign governments.

DOE/CAP-115
Native People
Description: Information on correspondence on native harvest surveys and native land claims. *Topics:* Hunting and fishing rights, treaties, acts and regulations, Council of Yukon Indian, Inuit Tapirisat of Canada, Northern Quebec Cree, Inuit, Naskaps, Western Arctic Inuit-COPE. *Retrievability:* Files are arranged by name of individual.

DOE/CAP-120
Ornithology
Description: Information on all aspects of waterfowl. *Topics:* North American Waterfowl Management Plan; bird banding programs; reports, studies and surveys; sanctuaries; migratory bird sanctuaries regulations; permits for bird sanctuaries; delegation; agreements; leases; damage to crops by birds; agreements with provincial governments on compensation for crop damage; diseases and parasites; effects of sprays; predation; use of drugs; lead poisoning repellents; ornithology permits; taxidermist licences; propagation and agriculture; research on species; use of birds; commerical shooting of birds; plumage of birds; public shooting grounds; waterfowl kill statistics; waterfowl populations; breeding ground survey; breeding bird survey; brood production survey; waterfowl status reports. *Retrievability:* Files are arranged by name and geographic locations.

DOE/CAP-135
National Wildlife Areas
Description: General correspondence on policies and regulations as they affect land use in designated areas. *Topics:* Agreements; policy; regulations; rentals; leases.

DOE/CAP-145
Wildlife Toxicology
Description: Information on toxic substances and their effects on birds and mammals; also related research and studies. *Topics:* Advice to outside agencies on chemicals and pesticides; National Registry of Pesticide Residues; registration of agricultural chemicals; toxic substances program; analytical data quality program; chemical analytical services; forest spray operations; heavy metals;

Organization for Economic Co-operation and Development (OECD); wildlife sampling program; study of fish-eating birds; LRTAP — Toxic Substances. *Retrievability:* By subject.

DOE/CAP-150
Wildlife Management
Description: Information on the federal participation and responsibilities in the management of wildlife. *Topics:* Hunting performance program; transboundary wildlife; bird hazard to aircraft; problems at airports; restricted material on birds and aircraft; correspondence from Air Canada; bird strike bulletins; bird strike field notes; bird strike reports; reports on visits to airports; RCMP reports; application for species; Eastern Arctic-Scientific Research; scientific collection of specimens; transplant.

DOE/CAP-155
Land Use Policy
Description: Information on the development and assessment of federal land use objectives, policies and guidelines; the co-ordination of interdepartmental and intergovernmental activities on land use policy and program matters; the analysis of land use policy instruments with recommendations on their effectiveness in addressing sustainable development and land use issues of national significance; the identification and assessment of the impact of federal programs on the sustainable use and management of Canada's land resources, and the recommendation of mitigating measures to offset any adverse effects; the provision of advice and policy positions on sustainable development concerning land quality, land use and other related environmental issues; the provision of advice and assistance in developing or assessing policies in which land resources and environmental matters are important considerations; the representation of Environment Canada on the TBAC/FLM and the co-ordination of the discharge of the Department's responsibilities under the Federal Policy on Land Use; assistance in representing Canada's land resource interest in bilateral relations with other countries and international organizations; and assistance in foreign aid technical exchange and advisory programs. *Topics:* General correspondence; environment/economy integration; public awareness; Canada Land Use; policy research and co-ordination; policy advice to federal departments and agencies; and sustainable development.

DOE/CAP-156
Sustainable Development (New)
Description: Program for implementation of sustainable development within the government; development of federal conservation strategy; co-ordination of federal-provincial links on conservation strategy development; co-ordination of intergovernmental activity on land policy and program matters; development of sectoral resource management policies (e.g. wetlands); assessment of impact of federal programs on environment and economy; analysis of links between environment, resources, and economic development; development of means to build environmental criteria into economic deveolpment policies and programs; assessment of the value of environmental resources; analysis of success stories of sustainable development as models for further implementation; application of sustainable development criteria to federal land transactions; development of means of measuring success towards sustainable development. Responsibilities include provision of scientific and technical advice to other departments, other countries and international organizations with respect to sustainable development implementation. *Topics:* Sustainable development; wetlands policy; federal policy on land use; environment/economy integration; federal program impact; *Sustainable Development* newsletter; success stories of sustainable development.

DOE/CAP-160
Ecological Applications Research
Description: Information on production of nationally consistent spatial data on the ecological characteristics and resource potentials of land; dissemination of scientific knowledge, methods and techniques used for surveying and classifying land, including wetlands, by ecological characteristics, for assessing resource potentials, impacts and hazards and for increasing knowledge of land and land/water process linkages of concern in environmental management; the assessment of potential climate change of the vegetative and land base of Canada and consequent implications for resource management. *Topics:* General correspondence; public awareness; inter-regional projects; wetlands and acid rain sensitivity; climate change; land use information mapping series; Canada Committee on Ecological Land Classification; Canada Committee on Ecological Areas.

DOE/CAP-165
Habitat and Land Use Research
Description: Information on habitat strategies, plans and data banks; research on habitat impacts from toxic substances, climate changes and land use changes; remote sensing techniques and methodologies to monitor habitat changes/impacts; provision of land management services and advice to federal departments and agencies responsible for administering federal lands located in the provinces or specially dedicated lands located in the territories. *Topics:* General correspondence; habitat planning and management; resource management data; federal land data; public awareness; policy research and co-ordination.

DOE/CAP-167
State of the Environment Reporting (New)
Description: Information and interpretive reports on significant conditions and trends related to environmental components (air, water, land and wildlife) and human activities (agriculture, forestry, fisheries, etc.) to meet the requirements of the Federal Environmental Quality Policy Framework and *Canadian Environmental Protection Act*; development, assessment and recommendations for selecting and utilizing key environmental indicators; development and dissemination of scientific methods and techniques for SOE Reporting, identifying emerging issues; development of methods and guidelines for storage, manipulation and transfer of environmental data vis-à-vis the SOE centralized database and referral system. *Topics:* General correspondence; SOE publications; state of the environment data; scientific methods; indicator research; inter-regional projects; publication guidelines; Canada Land Inventory and a wide range of land, water and other data. *Storage Media:* Files, maps, EDP systems.

DOE/CAP-170
Environmental Information Systems and Services
Description: Information on the development, maintenenace and operation of a computerized Canada Geographic Information System (CGIS) capable of storing, processing and retrieving geographic-specific bio-physical, socio-economic and ecological data on land capability, land use, resource management and environmental issues of national or regional significance; the development, assessment, improvement and recommendation of computerized technologies designed to enhance the performance and efficiency, while promoting

greater use, of spatial information systems in State of the Enviroment planning and management; the provision of data on processing and advisory services in support of the establishment of a national Environmental Informatics System and the solution of environmental planning and management problems; and the provision of a training program on the use of the CGIS for existing and potential clients. *Topics:* Canada Land Inventory, Canada Geographic Information System projects. *Storage Medium:* EDP systems and maps.

DOE/CAP-173
North American Waterfowl Management Plan (New)
Description: Information on the development, co-ordination and planning of the North American Waterfowl Management Plan (NAWMP). *Topics:* Joint ventures; implementation agreements (multilateral, internal); NAWMP committees; long-term and annual work plans; funding arrangements; communications and general correspondence.

DOE/CAP-175
Canada-United States and Interjurisdictional Waters
Description: Information on all activities carried out under specific Canada-United States agreements or arrangements such as investigative, control, or surveillance board activities for the International Joint Commission (IJC) or in other bilateral Canada-United States situations; studies and implementation programs under formal federal-provincial arrangements; and Canada-United States activities on shared basins. Policy development, data collection and research carried out as a part of any of these formal arrangements are included as well as specific federal-provincial agreements required to carry out Canada's obligations in boundary waters (the Canada-Ontario Agreement on Great Lakes Water Quality) and interprovincial arrangements (Prairie Provinces Water Board). Information is also available on water use for selected years and geographic areas. *Topics:* Great Lakes connecting channels, Great Lakes programs and studies, International and Interprovincial Waters, Lake of the Woods, Ottawa River Regulations, etc. *Retrievability:* Files are arranged by subject and project title; many reports are referenced in AQUAREF.

DOE/CAP-180
Flood Damage Reduction
Description: Information on all activities under federal-provincial flood damage reduction agreements, including flood risk mapping, construction of physical flood control works, and flood forecasting. It also includes policy development, data collection (hydrometric and other data collection programs and research for many water management purposes) carried out as an integral part of these agreements, or in support of anticipated new agreements, and guidelines or methodology development and information programs directly in support of the program. *Topics:* Conservation and floods, flood damage reduction. *Retrievability:* Files are arranged by subject, geographic location and project title; many reports are referred to in AQUAREF.

DOE/CAP-185
Water Quality Management Data
Description: Information and interpretive reports on the quality of surface and ground waters based on analysis of samples; information on field surveys and analytical methods, and on quality control; water quality guidelines for protection of uses, and water quality objectives for specific surface waters. It does not include water quality objective work done under specific international or federal-provincial basin studies, nor research related to water quality management. *Topics:* Water pollution, water quality surveys, analytical methods, quality of surface waters, rain water and snow water quality, water quality guidelines, water quality monitoring programs. *Retrievability:* Files are arranged by subject, geographic location and title; water quality parameters are accessed on-line through NAQUADAT. *Storage Medium:* Magnetic tapes.

DOE/CAP-200
Water Quantity Management Data
Description: Information on data collection, hydrometric and water levels, and sediment, as well as the management and operation of data systems and interpretive reports. These data include data collection under specific international or federal-provincial water management or planning studies and data collection carried out as an integral part of other studies. *Topics:* Gauging stations, international gauging stations, gauging stations inventory, hydrometric investigations, hydrologic interpretive and analytical reports, sediment links to water quality, sediment surveys, remote sensing, watershed research, tidal gauge records, tidal surveys. *Retrievability:* Files are arranged by subject, geographic location, river and site location. *Storage Media:* Computer printouts, magnetic tapes, microfiche, interactive on-line access to the national database known as HYDAT.

DOE/CAP-205
Water Management Research
Description: Information on water resource research, including the study of the impact of pollutants and nutrients on the environment, sediment composition, water quality and quantity modelling, groundwater quality and sub-surface disposal of wastes, pathways, fate and effects of pollutants, dispersion and energy transfer processes in lakes and rivers, urban runoff processes, ice dynamics, hydrological forecasting, groundwater movement, biological and chemical techniques for water quality analysis, snow and ice hydrology, glacier dynamics, sociological, geographical, legal, institutional and economic aspects of water management. Also included is research management and co-ordination and research contracts. *Topics:* Ground water; ground water quality; ice river breakup; new analytical techniques; improved methodologies for aquatic studies; predictive technique on models for toxic substances; pathways and fate of pollutants; hydraulic variables; drought; floods; climatic changes; restoration of lakes and polluted waters. *Retrievability:* Files are arranged by subject and location. Most information is readily available. *Storage Media:* Microfiche, magnetic tapes, computer printouts, punchcards.

DOE/CAP-215
Mobile Sources
Description: Information on vehicle emission data; test methods and procedures; test results; studies and surveys; standards and regulations. *Topics:* Abatement programs; engineering and evaluation; fugitive emissions; fleet programs; mobile source compliance; special studies. *Retrievability:* Files are arranged by subject, company, and project.

DOE/CAP-220
Chemical Process Sources
Description: Information on chemical industry pollution; producers, emissions, products, development of industrial studies questionnaires, guidelines and codes and regulations. *Topics:* Chemical products; pulp, paper and wood products; forest products operations; pulp and paper processes; textiles and related manufacturers; woods and allied products manufacturing; petroleum, petrochemical, polymers and

plastics; surface coating industry. *Retrievability:* Files are arranged by name of company and product.

DOE/CAP-225

Mining, Mineral and Metallurgical Industries

Description: Information on mining and metallurgical production, refining, and smelting operations and the significance of such processes in terms of pollution; mineral, and metallurgical industry studies; and emission control requirements such as codes and regulations. *Topics:* Mining operations and processes; mineral products processing; primary metallurgical industries; secondary metallurgical industries. *Retrievability:* Files are arranged by subject, product and plant type.

DOE/CAP-230

Fuels

Description: Information on fuel types, composition and use. *Topics:* Fuel producers; types; composition; resources marketing and processing; pollution investigations; pollution control equipment, and regulations on fuels and components of fuels; guidelines development; synthetic fuels, gasoline; natural gas; coal; petroleum producers; petroleum marketing; energy conservation; sulphur and by-products; fuels and fuel additives composition; fossil fuel resources. *Retrievability:* Files are arranged by subject, company and product.

DOE/CAP-235

Combustion Sources

Description: Studies and surveys; assessments; questionnaires; analytical reports; information on emissions and emission controls; investigations; codes and regulations. *Topics:* Interdepartmental programs; thermal power-fuel; thermal power-fuel processing and storage; combustion systems; internal combustion engine; emission calculation and analysis; emission data; air quality surveillance; air quality criteria; incinerators; investigations, studies and surveys.

DOE/CAP-240

Data Analysis

Description: Information on air pollutants; emissions source categories; industrial questionnaires; studies and surveys and air pollution costs. *Topics:* Emission inventory; air pollutants, source categories; effects of regulations; socio-economic impact studies and surveys — industrial, geographical; economy impact studies and surveys — pollutants; analytical concepts and methodology — statistical, economic.

DOE/CAP-245

Program Co-ordinator

Description: Information on regulations development; monitoring of agreed implementation schedules, program evaluation and acid rain control strategies. *Topics:* Acts and legislation; regulations enforcement; federal/provincial programs; international activities; international organizations; intradepartmental activites; long range transport of air pollutants.

DOE/CAP-250

Surveillance

Description: Information on national air pollution surveillance monitoring equipment; monthly and annual summary reports; source testing methods. *Topics:* National air pollution surveillance; operations and maintenance; equipment testing and evaluation; source testing procedures; studies, surveys and investigations; specific pollutants. *Retrievability:* Files are arranged by subject, location and specific pollutants.

DOE/CAP-255

Technology Development — Pollution Abatement

Description: Information on development and demonstration of pollution abatement technology (DPAT); instruction in air pollution control; pollution analysis and instrument testing. *Topics:* Development and demonstration of pollution abatement technology; APCD-sponsored courses; chemistry files. *Retrievability:* Files are arranged by subject and company.

DOE/CAP-260

Abatement and Compliance

Description: Information on inventories of pollution services and cost of abatement; state of the art of pollution abatement by industry; regulations development; policy and technical advice on enforcement programs; technical audits of incentives programs; energy-related studies. *Topics:* Pulp and paper industry; mining and metallurgical processes; petroleum and industrial organic chemicals, inorganic chemical processes; toxic chemicals emission/release controls; control options, evaluation of their costs and effectiveness; food and allied industries; municipal waste and miscellaneous industries; power generation; legal services; pulp and paper modernization program. *Retrievability:* Files are arranged by company, product.

DOE/CAP-265

Technology Development — Waste Water

Description: Information on development and demonstration of waste water pollution control technology; technology development assistance programs; technical training; technology transfer; program planning and evaluation. *Topics:* Program planning and evaluation; technology assistance program; waste water technology. *Retrievability:* Files are arranged by company.

DOE/CAP-270

Water Pollution Programs

Description: Information on federal/provincial programs; pollution control in coastal areas; International Joint Commission programs; data management; Arctic water programs co-ordination; program evaluation; interservice and interagency program co-ordination; program planning and development. *Topics:* Program co-ordination and evaluation; coastal zone; data management and analysis.

DOE/CAP-275

Contaminants Control

Description: Information on predicting and evaluating environmental effects of new chemical substances; determining amounts and end uses of chemicals in Canadian commerce; regulating substances which pose a significant threat to human health and environment; reviewing pesticide registrations; and co-ordinating tests of chemicals for environmental effects. *Topics:* Studies and surveys; chemical elements compounds; *Environmental Contaminants Act;* toxicology assessment and ecological protocols; regulation development; enforcement and compliance; transportation of dangerous goods; response to notices; mandatory reporting; automated information system; pesticides-control programs — registration, re-evaluation, research and trade information; research permits; compendium; non-chemical pesticides; mercury program. *Retrievability:* Files are arranged by subject, company and product.

ENVIRONMENT CANADA

DOE/CAP-280

Waste Management

Description: Inventory of commercial and industrial hazardous wastes; technology development; studies and surveys; handling, storage and environmentally safe transportation; disposal of industrial and hazardous wastes; inventory sources and amounts of hazardous wastes; regulations development. *Topics:* Wastes and types; waste management and disposal; waste management systems — disposal; state of the art; resource recovery and reclamation, materials; information and training; solid waste information retrieval system, inventory; regulations; guidelines and codes of practice; consultation services; technical evaluation. *Retrievability:* Files are arranged by subject, company and project.

DOE/CAP-285

Environmental Emergency

Description: Information on environmental accidents; emergency teams; reporting and alerting operating procedures; special studies; research and development; contingency plans; pollution clean-up agents for collection and dispersal. *Topics:* Environmental emergency teams; operations and procedures; resource inventory; accident prevention; transportation; accident detection; pollution abatement; pollution containment; disposal; restoration; analysis — prediction, research and development projects; information. *Retrievability:* Files are arranged by individual environmental accidents.

DOE/CAP-290

Planning, Assessment and Policy

Description: Information on the development of an environmental protection strategy; program, planning and systems development; socio-economic analysis of proposed major regulations. *Topics:* Program planning system development; activity program development; operational plans; activity management reports; policy development and analysis; program evaluation; program development; organization and systems project; economics; socio-economic program; socio-economic impact analysis — *Clean Air Act, Environmental Contaminants Acts, Fisheries Act. Retrievability:* By subject.

DOE/CAP-295

Federal Activities

Description: Information on the regulation of emissions/effluents from federal departments and agencies as well as on waste management at these institutions; information on the evaluation of federally funded pollution control projects; demonstration of technology at federal facilities; environmental impact assessment of nuclear facilities, and radioactive waste facilities. *Topics:* Federal projects; clean-up program; methods, techniques and refinements; nuclear programs. *Retrievability:* Files are arranged by company, subject and project.

DOE/CAP-300

Toxic Chemicals

Description: Information on toxic chemical management. *Topics:* Inventory; assessment of DSL substances for toxicity; control throughout the life cycle of toxic chemicals; regulations; guidelines; codes of practice.

DOE/AES-310

Research Management and Policy

Description: Meteorological, atmospheric, air quality, ice in navigable waters, remote sensing and other related environmental and technological research and development; research and related support activities of a general management nature — decisions and large-scale agreements; training for research and grants for research outside the federal government which support the goals, objectives and policies for atmospheric research in Canada; mechanisms for better transfer of technology to and from government research laboratories, contracting-out of federal research and development. *Topics:* Agreements; treaties; studies; projects; federal activities; committees; plans and programs; fellowships; training and development; grants; unsolicited proposals; contracting; technology transfer. *Note:* Files are located at 4905 Dufferin St., Downsview, Ontario.

DOE/AES-313

Policy — Private Sector Meteorology (New)

Description: Information on initiatives and policies related to the development of private sector meteorology. *Topics:* Atmospheric Environment Service activities related to private sector meteorology. *Note:* Files available at 4905 Dufferin Street, Downsview, Ontario.

DOE/AES-315

Air Quality Research Projects

Description: Information on research dealing with the quality of air. *Topics:* Field studies; wind energy; LRTAP Programs (Acid Rain); federal-provincial co-operative projects; IFYGL; Alberta Oil Sands; hazardous and toxic chemicals; air quality assessment processes; regional and international studies of meteorological potential for air pollution; boundary layer processes; experiments; analyses; scientific papers; program planning and international co-operation; air quality sampling; siting; analytical methodology for ambient atmospheres; workspace atmospheres and instream emissions.

DOE/AES-320

Atmospheric Research

Description: Information on weather modification, cloud physics, weather radar, ozone monitoring, stratospheric pollution, solar radiation and energy. Activities aimed at increasing precipitation (rain, snow) or suppressing hailfall; research in the physics of clouds and precipitation and in the detection of precipitation by weather radar; research conducted into the processes of the stratospheric ozone layer and its depletion by trace constituents (typically chlorofluorocarbons); calibration of solar radiation instruments and development of new solar radiation instrumentation and development of specialized solar radiation database. *Topics:* Weather Modification Policy; Agreement (with U.S.) and co-operative projects; WMO PEP program; weather radar and cloud physics; ozone instruments; World Ozone Data Centre; stratospheric pollution; solar radiation.

DOE/AES-325

Atmosphere — High Atmospheric Vehicles

Description: Information on weather ice and other related environmental satellite research and development, ground receiving stations, data processing and distribution, and related hardware, instrumentation technology; aeronautical meteorology, aviation studies, marine meteorology and meso-meteorology, wind energy, weather radar and radar satellite combined system; wind tunnel experiments, related field experiments and wind engineering. *Topics:* Canadian space policy; repairs of satellite receivers; high atmosphere vehicles; satellite data lab operations; satellite meteorology research and development projects (TOVS, RAINSAT, ICE STATUS); Aeromet Facility; Rockcliffe STOL project; Meso-met Network; data collection platforms; GOES Wind Energy Field Studies; radar satellite system; ICS Submission; AES Satellite Program; NOSS; SURSAT; wind tunnel experiments, operation and maintenance.

ENVIRONMENT CANADA

DOE/AES-330
Communications — Facsimile
Description: Information on Satellite Data Laboratory Operations.

DOE/AES-335
Contracts
Description: Information on contracts for satellite systems; also contracts for satellite research and development — TOVS, RAINSAT, ICE STATUS. *Retrievability:* Files are arranged by subject and company.

DOE/AES-340
Ice Observing Programs — Reconnaissance
Description: Information on verification of satellite data.

DOE/AES-345
Instruments
Description: Information on Aeromet Facility Instrumentation.

DOE/AES-350
Meteorology Aviation
Description: Information on the Rockcliffe STOL Project.

DOE/AES-355
Marine Meteorology
Descripiton: Information on TOVS.

DOE/AES-360
Meso-meteorology
Description: Information on the Meso-met Network. *Topics:* Operation; data.

DOE/AES-365
Meteorology Training
Description: Information on satellite meteorology.

DOE/AES-370
Projects — AES HQ
Description: Information on satellite activity reports; data collection platforms; SDL Staffing; SDL GOES; Meso-met Network; Wind Energy Field Studies investigations.

DOE/AES-375
Radar
Description: Information on the MOT Radar and Satellite System.

DOE/AES-380
Satellites
Description: Information on satellite programs. *Topics:* Cost recovery; staffing the SKL; ICS Submission; AES Satellite Programs; SDL Operations; NOSS; SURSAT.

DOE/AES-385
Weather Service
Description: Information on RAINSAT.

DOE/AES-390
Weather Service — Air Transportation
Description: Information on MOT Radar and Satellite System.

DOE/AES-395
Wind Tunnel (AES)
Description: Information on wind tunnel experiments, operations and maintenance.

DOE/AES-400
Projects Research AES Headquarters
Description: Information on computerized and man-machine mix system; module component development and design; research data set development; also implementation and joint projects with forecast operations. *Topics:* Systems design for automated weather forecasting procedures; creation of research data sets for weather forecasting research.

DOE/AES-405
Contracts
Description: Information on contracts for ice, oil spills on water and sea state models. *Retrievability:* Files are arranged by subject and company.

DOE/AES-410
Ice
Description: Information on regional ice models.

DOE/AES-415
Oil and Gas Exploration and Development
Description: Information on oil spill trajectories, freezing spray, ice and sea state models.

DOE/AES-420
Project — HQ
Description: Information on the development of forecast methods and techniques for AES forecast systems (including models — numerical, statistical). *Topics:* Weather prediction methodology; snow squall modelling; ice and sea state models; oil spill trajectory models; freezing spray; investigations.

DOE/AES-425
Telecommunications
Description: Operational, alpha-numeric and facsimile information distributed by dedicated or dial-up communication lines. *Topics:* Facsimile contracts; installations; procedures; traffic; teletype contracts — installations, procedures, traffic; computer aspects.

DOE/AES-430
Forecast Procedures
Description: Information on meteorological models, procedures and techniques in support of forecast production. *Topics:* Maps, charts and forms; professional training and development; satellite operations; plans and programs.

DOE/AES-435
Weather Services
Description: Information on policies, standards, procedures and guidance concerning the provision of weather services. *Topics:* General weather services; public weather services; air, marine and road transportation; agriculture; forestry; climatology; preflight weather information service; radio and television broadcasting; scientific support units; weather service outlets.

ENVIRONMENT CANADA

DOE/AES-440
Data Acquisition
Description: Information on land surface networks; upper air and aerological networks; Voluntary Observing Ship Program; remote sensing; environmental network. *Topics:* Station classification; site information; meteorological and aerological instruments; codes; data standards; data reduction; quality assurance; equipment supply; development and testing; lists of ships participating; satellite ground stations; APT, weather radar; signal processing; data transmissions; maintenance; plans and policies.

DOE/AES-445
Forecast
Description: Information on analyses and forecasts; hemispheric analyses, heights (pressure) temperature, moisture, winds from surface to 100 mbs; analyses of surface, 850, 700 and 500 mb levels from 1957 to date; historical data; verification statistics. *Storage Media:* Computer files — grid point data, microfilm, printed WX charts, charts and teletype message forms, written and graphic forms.

DOE/AES-450
Observations
Description: Observed data, hemispheric surface synoptic reports. *Storage Medium:* Coded forms.

DOE/AES-455
Climatology
Description: Information on applied climatology; climatological data and studies; information and requests; monitoring and prediction; numerical modelling. *Topics:* General climatology; climatology normals; recreation and tourism; station history system; National Parks; agrometeorology; ice accretion studies; biometeorology; energy; Canadian Climate Program; climatic change. *Storage Media:* Microfilm, magnetic tape.

DOE/AES-460
Hydrometeorology
Description: Information on development of hydrometeorological techniques for measurements and analysis; application of meteorological techniques and data to hydrology and marine problems (hydrology, water resources, oceans, lakes and reservoirs); hydrological time series data; climatology of water temperature. *Topics:* International Hydrological Decade; hydrometeorological projects; investigations, research, studies and surveys; wind wave studies, evaporation. *Storage Medium:* Magnetic tape.

DOE/AES-465
Ice Information, Consultation and Advice
Description: Information on ice forecasting and services, ice research, climatology and Observing Program (reconnaissance).

DOE/AES-470
Communications — Computing Services
Description: Information on communications and communications-programming.

DOE/AES-475
Meteorology Training
Description: Information on professional training, development, technical training in meteorology.

DOE/AES-480
Data Acquisition Networks
Description: Information on atmospheric environment operations, overall policy, operational performance, procedures and standards.

DOE/AES-485
Instruments and Instrument Systems
Description: Information on instruments; general, humidity, evaporation, precipitation, marine, physical phenomena, pressure, radiation, atmospheric sounding wind.

DOE/FRO-490
Environmental Assessment Projects
Description: Information on projects undergoing review by environmental assessment panels. *Retrievability:* Files are arranged by project.

DOE/FRO-495
Policy
Description: Information on the development and implementation of the EARP process. *Retrievability:* Files are arranged by subject.

DOE/FRO-500
Research
Description: Information on the Canadian Environmental Assessment Research Council.

DOE/POL-505
Federal-Provincial Relations
Description: Information on the broad policy aspects of the relationship between the federal and provincial governments on environmental issues. *Topics:* Federal-Provincial Agreements and Accords; Canadian Council of Resource and Environment Ministers; Sustainable Development. *Retrievability:* Files arranged by subject.

DOE/POL-510
Northern Affairs
Description: Information on the policy aspects of the management of the northern environment and federal-provincial-territorial co-operation on environmental issues. *Topics:* Circumpolar co-operation; wildlife; endangered species; migratory birds. *Retrievability:* Files arranged by subject.

DOE/POL-515
Environment Economy
Description: Information on departmental policies, programs, economic instruments and activities related to the integration of environmental considerations into economic decision-making; associated information on events, reports, studies, announcements, expertise and other agency involvement; preliminary information on the characteristics and capabilities of environmental industries, related associations and the nature of market availability within and outside Canada; and related information from the Groups of Economic Experts (GEE) of the Organization for Economic Co-operation and Development (OECD). *Topics:* The departmental environment/economy strategic direction, action plans and activities carried out by the Department; sustainable development; events, agreements, mechanisms, announcements, reports and expertise; statistics on the environmental industry (employment, economic impact, number of firms, market potential, promotion); various subject areas such as risk assessment, technologies to control and prevent pollution, etc.; OECD reports which are derestricted for

public distribution. *Retrievability:* Information is available by subject area in soft-cover copies.

DOE/POL-520
Program Evaluation
Description: Evaluation frameworks, assessments and studies of departmental components, and related data. *Topics:* Departmental components that have been subject to one or more of these evaluation activities. *Retrievability:* Reports are classified by evaluation component. *Storage Medium:* Hardcopy. (In many cases, only single copies exist.)

DOE/POL-525
Acid Rain (New)
Description: Information on Canada's domestic, bilateral and international acid rain initiatives, including committees, negotiations, controls and effects. *Topics:* Canada's joint federal-provincial abatement program, federal-provincial LRTAP Steering Committee meetings and reports; Canada-U.S. bilateral negotiations, and general information on U.S. initiatives; international European Economic Community LRTAP conventions and protocols; files dealing with acid rain effects, communications, and the Special Parliamentary Committee on Acid Rain. *Retrievability:* Files are arranged by subject in a central registry; however, much of the federal-provincial, Canada-U.S. and international information is classified.

DOE/COM-530
Communications (New)
Description: Information on communications in general and on communications-programming.

Deleted Classes of Records

The information in the following class of records has been transferred to the National Archives of Canada:

DOE/CAP-130 Mammalogy

ENVIRONMENT CANADA

DEPARTMENT OF THE ENVIRONMENT
(DOE)

CANADIAN PARKS SERVICE
(CPS)

PROGRAM MANAGEMENT DIRECTORATE
005 Management Information and Outreach
010 Realty
015 Socio-economic Research
020 Public Use Database
035 Projects

NATIONAL HISTORIC PARKS AND SITES DIRECTORATE
030 Historical and Contemporary Technical References
090 National Historic Parks and Sites
095 National Battlefields Commission

NATIONAL PARKS DIRECTORATE
040 Environmental Protection
045 Flora
050 Health and Social Services
055 Justice and Law Enforcement
060 Marine National Parks
065 Mineral Resources
070 National Landmarks
075 National Parks
080 Water Resources
085 Wildlife

CONSERVATION AND PROTECTION
(CAP)

POLICY AND PROGRAMS DIRECTORATE
100 Program Activity Structures and Objectives

CANADIAN WILDLIFE SERVICE
105 Biometrics
110 Enforcement
115 Native People
120 Ornithology
135 National Wildlife Areas
145 Wildlife Toxicology
150 Wildlife Management
155 Land Use Policy
156 Sustainable Development
160 Ecological Applications Research
165 Habitat and Land Use Research
167 State of the Environment Reporting
170 Environmental Information Systems and Services
173 North American Waterfowl Management Plan

INLAND WATERS DIRECTORATE
175 Canada-United States and Interjurisdictional Waters
180 Flood Damage Reduction
185 Water Quality Management Data
200 Water Quantity Management Data
205 Water Management Research

ENVIRONMENTAL PROTECTION PROGRAM DIRECTORATE
215 Mobile Sources
220 Chemical Process Sources
225 Mining, Mineral and Metallurgical Industries
230 Fuels
235 Combustion Sources
240 Data Analysis
245 Program Co-ordinator
250 Surveillance
255 Technology Development — Pollution Abatement
260 Abatement and Compliance
265 Technology Development — Waste Water
270 Water Pollution Programs
275 Contaminants Control
280 Waste Management
285 Environmental Emergency
290 Planning, Assessment and Policy
295 Federal Activities
300 Toxic Chemicals

ENVIRONMENT CANADA

ATMOSPHERIC ENVIRONMENT SERVICE (AES)

ATMOSPHERIC RESEARCH DIRECTORATE

310 Research Management and Policy
313 Policy — Private Sector Meteorology

AIR QUALITY INTER-ENVIRONMENTAL RESEARCH

315 Air Quality Research Projects

ATMOSPHERIC PROCESSES RESEARCH

320 Atmospheric Research

METEOROLOGICAL SERVICES RESEARCH

325 Atmosphere — High Atmospheric Vehicles
330 Communications — Facsimile
335 Contracts
340 Ice Observing Programs — Reconnaissance
345 Instruments
350 Meteorology Aviation
355 Marine Meteorology
360 Meso-meteorology
365 Meteorology Training
370 Projects — AES HQ
375 Radar
380 Satellites
385 Weather Service
390 Weather Service — Air Transportation
395 Wind Tunnel (AES)
400 Projects Research AES Headquarters
405 Contracts
410 Ice
415 Oil and Gas Exploration and Development
420 Project — HQ

WEATHER SERVICES DIRECTORATE

425 Telecommunications
430 Forecast Procedures
435 Weather Services
440 Data Acquisition
445 Forecast
450 Observations

CANADIAN CLIMATE CENTRE

455 Climatology
460 Hydrometeorology

CENTRAL SERVICES DIRECTORATE

465 Ice Information, Consultation and Advice
470 Communications — Computing Services
475 Meteorology Training
480 Data Acquisition Networks
485 Instruments and Instrument Systems

FEDERAL ENVIRONMENTAL ASSESSMENT REVIEW OFFICE (FRO)

490 Environmental Assessment Projects
495 Policy
500 Research

POLICY (POL)

505 Federal-Provincial Relations
510 Northern Affairs
515 Environment Economy
520 Program Evaluation
525 Acid Rain

COMMUNICATIONS DIRECTORATE (COM)

530 Communications

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CO-ORDINATOR
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PLACE VINCENT MASSEY
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(MAIL: OTTAWA, ONTARIO K1A 0H3)

Chapter 43

EXPORT DEVELOPMENT CORPORATION

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 44

EXTERNAL AFFAIRS CANADA

A. GENERAL INFORMATION

Historical Background

The Department of External Affairs was established by an Act of Parliament in 1909 to deal with Canada's relations with other governments within the British Empire, and with foreign states. In 1981, the foreign operations of the Immigration Service were brought into the Department. In January 1982, there was a fundamental reorganization to include the foreign trade operation. Since then, two additional cabinet ministers, a minister for International Trade and a minister for External Relations have been appointed. The new *Department of External Affairs Act* came into force on December 7, 1983.

Responsibilities

The Department of External Affairs has the primary responsibility for the promotion and protection of Canada's interests abroad and the conduct of Canada's relations with other countries. Its main functions are: to ensure the effective representation of Canada in other countries and in international organizations, including close contact, communication and negotiation with other governments and organizations through Canada's extensive network of representatives abroad; to evaluate information about political, economic and other developments likely to affect Canada's interests; to give advice to the government, often in consultation with other departments, on the formulation and implementation of policies and programs with international dimensions; to ensure the co-ordination of the external aspects and application of national policies for export trade promotion, defence and security, development assistance, immigration, and cultural and scientific exchanges; to reflect to peoples abroad the bilingual and multi-cultural character of Canadian society; and to provide protection and assistance to Canadian citizens abroad.

Legislation

- Asia-Pacific Foundation of Canada Act, R.S.C. 1985, chapter A-3
- Canada-United States Free Trade Agreement Implementation Act, S.C. 1988, chapter 65
- Canadian Commercial Corporation Act, R.S.C. 1985, chapter C-14
- Canadian Institute for International Peace and Security Act, R.S.C. 1985, chapter C-18
- Cultural Property Export and Import Act, R.S.C. 1985, chapter C-51
- Department of External Affairs Act, R.S.C. 1985, chapter E-22
- Diplomatic and Consular Privileges and Immunities Act, R.S.C. 1985, chapter P-22
- Export Development Act, R.S.C. 1985, chapter E-20
- Export and Import Permits Act, R.S.C. 1985, chapter E-19
- Food and Agriculture Organization of the United Nations Act, R.S.C. 1985, chapter F-26
- Foregiveness of Certain Official Development Assistance Debts Act, S.C. 1987, chapter 27
- Foreign Extraterritorial Measures Act, R.S.C. 1985, chapter F-29
- Fort-Falls Bridge Authority Act, S.C. 1970-71-72, chapter 51
- Geneva Conventions Act, R.S.C. 1985, chapter G-3
- International Boundary Waters Treaty Act, R.S.C. 1985, chapter I-17
- International Development (Financial Institutions) Assistance Act, R.S.C. 1985, chapter I-18
- International Development Research Centre Act, R.S.C. 1985, chapter I-19
- Meat Import Act, R.S.C. 1985, chapter M-3
- Mutual Legal Assistance in Criminal Matters Act, S.C. 1988, chapter 37
- Privileges and Immunities (International Organizations) Act, R.S.C. 1985, chapter P-3
- Privileges and Immunities (North Atlantic Treaty Organization) Act, R.S.C. 1985, chapter P-24
- Prohibition of International Air Services, R.S.C. 1985, chapter P-25
- Rainy Lake Watershed Emergency Control Act, S.C. 1939, chapter 33
- Roosevelt Campobello International Park Commission Act, S.C. 1964-65, chapter 19
- Skagit River Valley Treaty Implementation Act, S.C. 1984, chapter 11
- Softwood Lumber Products Charge Act, S.C. 1987, chapter 15
- State Immunity Act, R.S.C. 1985, chapter S-18
- Territorial Sea and Fishing Zones Act, R.S.C. 1985, chapter T-8
- Treaties of Peace (Italy, Romania, Hungary and Finland) Act, S.C. 1948, chapter 71
- Treaties of Peace (Japan) Act, S.C. 1952, chapter 50
- United Nations Act, R.S.C. 1985, chapter U-2

Organizational Units and their Role

Department headquarters in Ottawa supervises regional passport offices in Canada and missions abroad. Within Canada, the international trade centres co-managed by the Department of External Affairs and the Department of Industry, Science and Technology support the export promotion program of the Department.

The Department headquarters in Ottawa is organized into the Office of the Under-Secretary of State for External Affairs and 12 branches, each under an assistant deputy minister, which supervise the work of the Department on a geographic, functional or administrative basis. Each branch is divided into two or more bureaus, each under a director general. The bureaus in turn are separated into divisions, each under a director. There are two autonomous bureaus that report directly to the Associate Under-Secretary: Policy Development Bureau and Corporate Management Bureau.

Autonomous agencies reporting to Parliament through the Secretary of State for External Affairs include the Foreign Claims Commission, the International Boundary Commission, the International Joint Commission, the Roosevelt Campobello International Park Commission, the Canadian International Development Agency, the International Development Research Centre, the Asia-Pacific Foundation and the Canadian Institute for International Peace and Security. With the restructuring of the Department, the Export Development Corporation and the Canadian Commercial Corporation have been added, and ministerial responsibility for these corporations has been delegated to the Minister for International Trade.

Office of the Under-Secretary

The Under-Secretary, as deputy head, bears general responsibility for departmental policy and objectives. There is an associate under-secretary, who shares the management and direction of the Department, and a deputy minister for international trade. The 12 branches are each under an assistant deputy minister. There are also special ambassadors, based in Ottawa, for multilateral and Canada-United States trade negotiations, and for disarmament.

Missions Abroad

The *Department of External Affairs Act* defines "head of mission" in broad terms. There are at present 60 ambassadors resident abroad, 18 high commissioners to Commonwealth countries, 17 consuls-general, one commissioner and eight resident heads of mission to international organizations giving a total of 104 posts abroad, a figure which may vary slightly from time to time. Many ambassadors and high commissioners are doubly accredited, which adds 79 more countries to the list of those where Canada is represented. There are, in addition, 48 honorary consuls in cities with no other resident representative of Canada. Full details may be found in the publication *Canadian Representatives Abroad*, issued annually. One hundred and three countries have diplomatic missions in Ottawa and another 48 have non-resident accreditation. Many countries have consulates in principal cities throughout Canada.

International Organizations

Canada has permanent missions to international organizations. There are missions to the United Nations (UN) in New York and in Geneva, the latter also accredited to the Secretariat of the General Agreement on Tariffs and Trade (GATT) and to the five UN specialized agencies located there. There are permanent representatives to the UN Industrial Development Organization (UNIDO) and to the International Atomic Energy Agency (IAEA), both in Vienna; to the UN Centre for Human Settlements (HABITAT) and to the UN Environment Program (UNEP), both in Nairobi; and to the Food and Agriculture Organization (FAO) in Rome. There is also a permanent delegation to the UN Educational, Scientific and Cultural Organization (UNESCO) in Paris.

There are permanent missions to the North Atlantic Treaty Organization (NATO) in Brussels; to the European Communities (EC), also in Brussels; to the Organization for Economic Co-operation and Development (OECD) in Paris; and to the Organization of American States (OAS) in Washington. There are delegations to the Negotiation on Conventional Armed Forces in Europe (CFE) and to the Negotiations on Confidence- and Security-Building Measures, both in Vienna. There is a representative to the International Civil Aviation Organization (ICAO), with headquarters in Montreal.

Office for Multilateral Trade Negotiations

The Office for Multilateral Trade Negotiations, headed by an Assistant Deputy Minister, is responsible for the conduct of the present round of multilateral trade negotiations under the General Agreement on Tariffs and Trade (GATT). It is located at 125 Sussex Drive, C-3, Ottawa, K1A 0G2.

Office of the Inspector General

The Inspector General provides information and advice to senior management practices and performance. He is responsible for the Department's inspection and internal audit services. Supported by internal auditors, the Inspector General visits posts abroad and provides independent assessments of the efficiency and effectiveness of their programs. Upon request, he undertakes inquiries on selected issues of concern or interest to senior management, at posts abroad or at Headquarters.

Office for Federal-Provincial Relations

The Office is responsible for providing policy advice and co-ordination on federal-provincial relations generally. It works closely with senior management and with other units in the Department to support their relations with the provinces and to ensure that the international interests and activities of the provinces are compatible with the Department's general responsibility for the conduct of Canada's foreign relations. The co-ordinating role of the Office includes overseeing the Department's information service to the provinces, which keeps the latter informed of important Canadian foreign policy and operational developments. It also involves providing assistance with regard to specific provincial activities abroad, e.g., opening of offices, negotiation of administrative arrangements, visits of premiers and delegations, as well as making arrangements for visits of foreign visitors to the province. In addition, it acts, when necessary or appropriate, as point of contact for provincial requests for departmental services.

Office of Access to Information and Privacy

This unit, headed by a co-ordinator, is responsible for the Department's compliance with the *Access to Information Act*, which provides access to information under the control of the Government of Canada, and with the *Privacy Act*, which protects the privacy of individuals and provides individuals with a right of access to personal information about themselves.

Office of Protocol

The Chief of Protocol, through the Office of Protocol, handles the accreditation and appointment of foreign diplomatic and consular representatives to Canada, and that of Canadian heads of diplomatic and consular missions to other countries. This involves questions of diplomatic and consular privileges and immunities, respecting both foreign representatives in Canada and Canadian representatives abroad. The Chief of Protocol is the principal liaison between the Department and the Diplomatic Corps accredited to Canada. This office plans, organizes and manages state and official visits to Canada and participates in the logistical planning and conduct of travel abroad by the Governor General, the Prime Minister, the Secretary of State for External Affairs, the Minister for International Trade and the Minister for External Relations. In addition, the Office organizes, arranges, and manages official hospitality functions for the ministers and senior officials of the Department.

Corporate Management Bureau

This bureau is concerned with the overall planning, evaluation and improvement of the Department's operations and management, including the allocation of resources. The Bureau includes the **Cabinet Liaison and Co-ordination Secretariat** which ensures that the three ministers of the Department receive full information and briefing on the international and departmental implications of submissions to Cabinet. It also co-ordinates departmental submissions to Cabinet. As a secretariat it serves principal committees of the Department; co-ordinates official visits abroad, visits by foreign representatives to Canada, and representation at major international meetings; and provides the departmental liaison for parliamentary relations.

Policy Development Bureau

The divisions of the Bureau provide advice to senior management of the Department on medium- and long-term policy and on new policy options and directions. They provide advice in both political/strategic and trade/economic policy areas.

COSICS Project Office

The COSICS Project Office is responsible for the implementation of the Canadian On-line Secure Information Communication System (COSICS). COSICS will permit desk-to-desk secure communications across External Affairs' world-wide network. Phase I includes site preparation, planning, and installation of COSICS in 14 American missions, as well as selected areas of headquarters. The Project Office is responsible for ensuring that the prime contractor delivers a system that meets the Department's requirements and that departmental procedures and practices are compatible with the new system.

LEGAL, CONSULAR AND IMMIGRATION AFFAIRS BRANCH

Legal Affairs Bureau

The Bureau is divided into three divisions. The **Legal Operations Division** handles legal issues related to the UN and other multilateral institutions, peace and security, maritime boundaries, the environment, fisheries, the law of the sea and humanitarian law. The **Economic and Trade Law Division** provides advice on subjects such as investment, transport and communication, energy, intellectual property, extraterritoriality, science and technology, as well as the Free Trade Agreement, the GATT and other trade agreements. It is also concerned with the protection of Canadian citizens' property interests abroad and with claims arising from the nationalization of property by foreign governments. The **Legal Advisory Division** provides services related to private international law, such as the authentification of Canadian certificates and documents, and advice on federal-provincial aspects of international relations, sovereign immunity, recognition of states, protection of Canadian citizens, and diplomatic and consular privileges and immunities. The Treaty Section of this division provides advice on the drafting of treaties and treaty-making procedures and it maintains a registry of all Canadian treaties and international arrangements. The Bureau houses an extensive international law library.

Consular and Immigration Affairs Bureau

Since April 1981, the Department of External Affairs has been responsible for the delivery of the Immigration Program abroad. The Canada Employment and Immigration Commission (CEIC) sets overall policy and administers the *Immigration Act* and the Immigration Program in Canada. The **Immigration and Refugee Affairs Division** provides guidance to posts abroad on the delivery of both the Immigration and Refugee programs and humanitarian assistance. The programs divisions in the geographic bureaus are responsible for the day-to-day management of immigration programs in the countries of their regions. Visa sections located in many Canadian missions abroad handle the selection and processing of immigrants and visitors.

Two consular divisions — **Policy** and **Operations** — are responsible for the protection of, and assistance to, Canadian citizens abroad who encounter difficulties or require government services. In some countries there are honorary consuls to assist Canadians.

The Legal, Consular and Immigration Affairs Branch includes a unit that gives advice on domestic law.

GEOGRAPHIC BRANCHES

For the conduct of external relations, the world has been divided into five geographic regions, each constituting a branch under an assistant deputy minister. These are: Africa and the Middle East, Asia and the Pacific, Europe, Latin America and the Caribbean, and the United States. Each branch is divided into sub-regional bureaus, with further separation into divisions. The responsibilities and activities of the geographic bureaus have much in common and are best described together.

Each bureau is responsible for the management and co-ordination of the full range of relations with its region. Included are the operations of the Canadian posts abroad in their area, their guidance and instruction, and the provision and allocation of resources to them. Under the *Department of External Affairs Act*, a head of mission, as defined, has the management and direction of the mission and the supervision of the official activities of the various Canadian departments and agencies in the country in question.

The work of the geographic bureaus is distributed among three types of divisions: relations, trade development, and programs. The relations divisions handle bilateral political and economic relations; country, sub- regional and regional analysis and policy; and, where appropriate for Third World countries, aid relations. All the trade development divisions handle export promotion. Most of them deal in tourist promotion in conjunction with Tourism Canada, fairs and trade missions, and some are concerned with investment development. The trade development divisions are the main point of contact for the business community. The programs divisions are concerned with immigration and, in some cases, refugees and family reunification, cultural and academic relations, public affairs, including information activities, and the management of visits to and from the area in question.

The structure of the three United States bureaus differs somewhat from that of the other bureaus, as they handle a large number of additional issues and problems. Some of these relate to the size and importance of our trading and investment relationship and the need to resolve trade disputes. Others are of a transboundary character, such as air and water pollution, the export of energy, trucking and broadcasting, and the work of the International Joint Commission and of the International Boundary Commission.

INTERNATIONAL TRADE DEVELOPMENT BRANCH

Trade Development Policy and Liaison Secretariat

The Secretariat acts as a co-ordinating body for trade development policy and liaison issues. It provides strategic planning and evaluation for trade development programs and initiatives; formulates trade consultation strategies; and provides support to senior management and ministers in these areas. The Secretariat also co-ordinates the Department's contact with the private sector regarding trade development programs and initiatives via trade and export associations, the provinces and other government departments. It supports senior management and Ministers through the organization of federal-provincial consultations and meetings on trade issues. The

Secretariat is also responsible for the financial management of the International Trade Development Branch including budgets, payments and procedures.

Export Development Programs and Services Bureau

The Bureau is the locus of management of a broad number of programs and services which are provided to support the International Trade, Investment and Tourism programs in Canada and in missions throughout the world. Areas of activity consist of the management of the Program for Export Market Development which assists Canadian firms to undertake market development activities abroad; the functional management of International Trade Centres in all provinces of Canada; the management of the Investment Development Program; the operation of Canada Export Trade Month and other exporter education and awareness programs as well as the management of the Centres for International Business Studies. The Bureau undertakes evaluation and analysis of the International Trade program through the operation of the Trade Tracking System, and the Export and Investment Promotion Planning System. WIN Exports, the principal sourcing system of the Department, has been developed and is managed by the Bureau, which is also responsible for transportation and trade service matters, including support for the process of Canada's international air negotiations.

Agri-Food, Fish and Resource Products Bureau

The Bureau acts as a focal point for the Canadian agriculture, food, fisheries, fish processing and resource industries. Bureau Trade Commissioners counsel exporters on programs and services, identify export opportunities and buyers for Canadian products, assist in the development of export marketing plans, provide guidance on regulatory export market requirements, visit exporters in Canada, recruit participants for trade fairs and missions, and sponsor specialized seminars and trade events. Financial assistance may be provided under the Program for Export Market Development (PEMD) to reduce risks in developing new export markets. The Bureau's Trade Commissioners also keep track of access conditions in export markets to facilitate the export activities of individual firms and the programs of international trade negotiations.

Capital Projects and Secondary Industries Bureau

This bureau provides programs and services to the export community through two sector-oriented divisions, Machinery Transportation and Consumer Goods, and one service division, Export Finance and Capital Projects.

The sector divisions provide sourcing services to posts abroad, formulate policies and programs to expand exports on a sectoral basis, and act as a focal point for firms, associations and other government departments. They also disseminate marketing information for a wide range of activities including secondary machinery (environment, forestry, power, oil and gas, and automotive), transportation equipment, apparel, footware, health care equipment, cultural industries and sporting goods.

The **Export Finance and Capital Projects Division** is responsible for co-ordinating the export programs for capital projects, countertrade and Canada Account export financing. The Division is the departmental contact point for the Export Development Corporation and the Canadian Commercial Corporation. It also monitors the activities of International Financial Institutions and administers the Cost Recoverable Technical Assistance Program.

Defence Programs and Advanced Technology Bureau

This bureau was created to advance Canadian international interests in science and technology, and to provide advanced technology companies with export marketing assistance in order to facilitate the establishment of strong links with foreign customers and governments, thereby enhancing Canadian access to international markets. The Bureau exists to support companies in their efforts to take advantage of the enormous potential offered by defence contacts for finished products, and for research and development. Bureau trade commissioners specializing in these important sectors provide Canadian business interests with advice and guidance in support of their international activities.

ECONOMIC AND TRADE POLICY BRANCH

Trade Policy Bureau

This bureau consists of the Services and General Trade Policy Division, the GATT Affairs Division, the Agricultural Trade Policy Division, the Industrial Trade Policy Division, and the Resources and Commodity Trade Policy Division. The Bureau is responsible for the development and review of general trade policy, including import policy, the co-ordination and management of Canada's participation in the General Agreement on Tariffs and Trade, international aspects of agricultural trade policy and industrial policy, and the development of domestic policies in the resource sector to ensure that full advantage is achieved in the multilateral trade framework.

Economic Policy Bureau

The Bureau is responsible for the co-ordination and development of policy on international economic issues and the advancement of Canadian economic interests in the international sphere. It consists of: the International Economic Relations Division, the International Financial and Investment Affairs Division, the Economic Relations with Developing Countries Division, and the Energy and Environment Division.

Special Trade Relations Bureau

This bureau is responsible for policy development, and implementation and administration of import and export control measures under the authority of the *Export and Import Permits Act* and Regulations. It also handles international nuclear issues. The Bureau consists of: the Import Controls I Division (textiles and clothing), the Import Controls II Division (agricultural goods, steel and other commodities) the Export Controls Division (military, nuclear and strategic goods), the Nuclear Division, and the Administration and Data Processing Division.

POLITICAL AND INTERNATIONAL SECURITY AFFAIRS BRANCH

International Organizations Bureau

This bureau co-ordinates Canada's general participation in the United Nations and most of the specialized agencies, and institutions that form part of the UN system. It also includes the Commonwealth Division which co-ordinates Canada's multilateral relations with the Commonwealth countries.

Summit and Francophone Affairs

This unit, headed by a federal co-ordinator for *la Francophonie*, has responsibility for the co-ordination of Canada's role and activities in *La Francophonie*, particularly for ensuring the implementation of Canadian contributions to the decisions taken at the Summits, and for the overall participation by Canada in existing Francophone intergovernmental or non-governmental institutions.

International Security and Arms Control Bureau

The Bureau consists of the Arms Control and Disarmament Division and the Defence Relations Division. It is responsible for the preparation of policy on arms control and disarmament, in liaison with the Department of National Defence and other departments and agencies, for briefing Canadian delegations attending arms control and disarmament meetings, and for the co-ordination and preparation of policy proposals on the defence aspects of Canada's foreign policy, including NATO; NORAD and other bilateral defence relationships; peacekeeping; and military training assistance.

Foreign Intelligence Bureau

This bureau produces current and long-term political and economic intelligence assessments and has contacts with other departments and governments for the exchange and dissemination of intelligence. The Bureau also conducts a program of interviews to obtain first-hand knowledge from Canadian residents about certain foreign countries.

Security Services Bureau

The Bureau consists of the **Security Division** and the **Emergency Co-ordination Division**. It is responsible for the personal safety of the Department's personnel abroad, the security of property and sensitive information in Ottawa and abroad, and for liaison with other departments and governments on national security questions involving foreign relations. It is also responsible for Canadian government policy and countermeasures to deal with international terrorism, contigency planning and crisis management.

COMMUNICATIONS AND CULTURE BRANCH

International Cultural Relations Bureau

The Bureau consists of: the Academic Relations Division (including the Historical Section), and the Arts Promotion Division. It is responsible for the development of a sustained interest in Canada among members of the academic community abroad, especially in certain countries; the promotion of tours abroad by Canadian performing artists; the exhibition of Canadian art; the encouragement of the presence of international students in Canadian post-secondary institutions; the support of cultural and educational industries in capturing markets abroad; the promotion of international exchanges for post-secondary students and young workers; international cultural policy issues and historical research.

Foreign Policy and General Communications Bureau

The Bureau is responsible for fostering an understanding of Canada's foreign policy, answering enquiries from Canadians on external relations, and determining policies and activities to support the public information programs of Canadian missions abroad. It consists of the Domestic Communications Division, the External Communications Division, and Library Services, which operates the Department's library in Ottawa and provides an International Trade Data Bank that Canadian exporters can access to learn about international trade flows. It also promotes Canada's interests abroad through sports.

Trade Communications Bureau

This bureau is responsible for developing and implementing, in close collaboration with other trade development sections of the Department, export information programs for Canadian business and communications support for trade policy and trade development initiatives. It publishes *CanadExport*, a bi-weekly newsletter that circulates widely in the business community, and operates the trade information centre, InfoExport, on the main floor of the Pearson Building in Ottawa. The **Trade Communications — Abroad Division** provides communications support to trade and investment policies and programs which will assist foreign audiences in identifying Canadian commercial and economic opportunities. A division of this bureau handles Canadian participation in world expositions registered by the *Bureau International des Expositions* in Paris.

Media Relations Office

The Media Relations Office maintains a continuing working relationship with Canadian journalists and with foreign journalists appointed in Canada, in order to promote public awareness of Canadian foreign policy issues and initiatives. As the departmental focal point for contacts with the media, it provides information on all aspects of Canada's foreign policy and departmental operations. It participates in the planning of media-oriented activities and in developing communications strategies on high-visibility issues. The Office arranges press conferences for ministers, at home and abroad, and briefings by departmental officials. It issues press releases for the Department and ministers containing formal announcements from the Department and texts of statements and speeches by ministers. It assists Canadian journalists going abroad on assignment and makes arrangements for journalists accompanying ministers when they visit other countries or attend international conferences. It also organizes programs for members of the press accompanying foreign leaders on official visits to Canada.

FINANCE AND ADMINISTRATION BRANCH

This branch serves the Department in Ottawa and Hull and the missions throughout the world through four bureaus.

Passport Bureau

The Bureau issues passports to Canadian citizens in Canada and provides guidance and operational support to Canadian missions issuing passports abroad. The main passport office in Hull has a public counter and there is also a counter in Ottawa. There are 21 regional offices: Calgary, Edmonton, Fredericton, Halifax, Hamilton, Jonquière, London, Montreal, Quebec, Regina, Saint Laurent, St. John's, Saskatoon, Scarborough, Toronto, North York, Thunder Bay, Vancouver, Victoria, Windsor and Winnipeg. The Bureau also issues Certificates of Identity and United Nations Refugee Convention travel documents to non-Canadian residents who are eligible to receive them.

Finance and Headquarters Administrative Services Bureau

This bureau directs the Department's expenditure accounting operations at home and abroad. It designs, develops and operates the Department's financial planning and analysis system, including the preparation and presentation of the departmental budget estimates and plans. The **Headquarters Administrative Services** support the

Department by providing office space and the delivery of services such as furniture, equipment and supplies and inventory data.

Information Resource Management Bureau

This bureau is responsible for providing support services to the Department at home and abroad through three divisions: **Telecommunications**, **Records Information Management** and **Information Systems**. Major activities are: a global, secure, common communications service for all government departments represented abroad; diplomatic courier, mail management and messenger services; automated information storage and retrieval; records management and guidance; EDP co-ordination, systems analysis and project management; centralized word processing and office automation services; publishing and printing; telephones and audio-visual technical support; and technical and communications security co-ordination and audit.

Physical Resources Bureau

This bureau is responsible for the Department's Long Range Capital Program directed at increasing Crown ownership of properties abroad; and for the provision of chanceries and official residences through lease, purchase or design and construction. In addition, the Bureau is responsible for interior design services for accommodation abroad; the acquisition of all materiel assets; and supervision of maintenance of overseas government properties. It performs a number of adminstrative functions relating to staff quarters at missions, and administers the Department's display collection of Canadian works of art.

PERSONNEL BRANCH

The Branch, which is concerned with the whole range of the Department's human resources, handles recruitment, training and development, staffing and service abroad, appraisal, promotion and remuneration of officers and administrative staff, as well as, to some extent, locally engaged employees abroad. Some headquarters personnel are classified as non-rotational but many of the bureaus' functions relate specifically to the operations of the Foreign Service, such as assignment to missions and conditions and compensation of service outside Canada. One division is responsible for all aspects of the Department's official languages program. The Branch is also responsible for personnel policy and planning.

Manuals

(General)
- Foreign Service Directives and Instructions, Guidelines and Comments
- Manual of Post Administration
- Manual of Procedures
- Manual of Regulations
- Manual of Visits Procedures

(Consular and Immigration)
- Manual of Consular Instructions
- Immigration Manual (Examination and Enforcement)
- Immigration Manual (Legislation)
- Immigration Manual (Selection and Control)

(Export and Import Controls)
- Export and Import Permits Act Handbook
- Handbook of S.T.R.B. Import Codes
- Notices to Exporters, Instructions
- Notices to Importers, Instructions
- Summary of Canada's Bilateral Restraint Arrangements — Textiles and Clothing

(Passport)
- Passport Office Administrative Procedures Manual
- Passport Office Operating Procedures Manual
- Passport Office Policy and Examining Practices Manual

(Administration)
- Finex Manual
- Fire Safety at Posts Abroad
- Manual of Correspondence and Communications
- Manual of Financial Management
- Manual of Materiel Management
- Manual of Service Contract Administration
- Mission Administration Diary
- Property Management Manual
- Property Management Technical Guides
- Records Classification Guide
- Security Classification Guide (First Supplement)

(Personnel)
- Personnel Administration — Appraisals and Promotion Systems
- Personnel Administration — Locally Engaged Staff
- Personnel Management — Manager's Guide

Additional Information

Information on the Department and Canada's external relations may be obtained from several units of the Department.

For general information, contact:

Department of External Affairs
Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
(613) 996-9134

Library

Main Floor, Pearson Building
(613) 992-6150
Hours 10:00 to 17:00 weekdays

Trade Information Centre (InfoExport)

Main Floor, Pearson Building
(613) 993-6435 or
1-800-267-8376
1-800-267-8527-FTA Hot Line
Hours 09:00 to 16:30 weekdays
(Recorded Message after hours)

Domestic Communications Division

C-2, Pearson Building
(613) 996-3709
Hours 08:30 to 16:30 weekdays

An extensive list of publications on external relations can be obtained free by communicating with this division.

Media Relations Office

C-5, Pearson Building
(613) 995-1874
Hours 8:30 to 18:00 weekdays

Historical Section
Acacemic Relations Division

C-2, Pearson Building
(613) 992-4349
Hours 09:00 to 17:00 weekdays

B. CLASSES OF RECORDS

Access Procedures

A formal request for information under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Department of External Affairs
Lester B. Pearson Building
Tower D, Main Floor
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
(613) 992-1425 or (613) 996-5242

Requests submitted to posts abroad under the *Access to Information Act* will be referred to this unit in Ottawa.

Reading Room

Members of the public who wish to inspect manuals used by employees in administering or carrying out programs and activities that affect the public may visit the library of this institution, which has been designated as a reading room under section 71 of the *Access to Information Act*. The address is: Main Floor, Lester B. Pearson Building, 125 Sussex Drive, Ottawa, Ontario.

Classes of Records

DEA/TNO-002
Office for Multilateral Trade Negotiations
Description: This class contains information on multilateral trade agreements, principally the negotiation of a round of multilateral trade negotiations under the GATT. *Topics:* GATT; investment issues; procurement; provincial involvement; reports and statistics; multilateral trade negotiations; conferences; issues; markets; regions; sectors.

DEA/CFX-003
Federal-Provincial Relations
Description: Information on provincial involvement in international activities; provincial or federal-provincial implications for Canadian relations with foreign countries and groupings; the national unity issue as it affects Canada's foreign policy and international relations; provincial aid projects under CIDA; and visits abroad by provincial representatives as well as visits of foreign representatives to the provinces. *Topics:* Policy; surveys and reports; treaties and agreements; organizations and conferences; legislation; flow of information to the provinces; visits abroad of provincial personalities; foreign visitors to Canadian provinces; provincial representatives abroad; foreign representatives in Canadian provinces; implications for Canadian relations with other countries and groupings; agriculture; aid; consular affairs and visas; cultural affairs; economic affairs; finance and trade; education; health; human environment; immigration; information and public relations; labour; natural resources; science; social affairs; telecommunications; tourism; transportation; emergency plans; civil defence.

DEA/XDX-005
Office of Protocol
Description: Information on the accreditation and appointment of foreign and Commonwealth representatives to Canada and of Canadian representatives to other countries; diplomatic privileges and immunities; and the planning, organization and management of state and official visits to Canada. *Topics:* Diplomatic representation; policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; status and precedence; accreditation; privileges and immunities; privileges and immunities abroad; Canadian representatives abroad — heads of post, consular officers, special envoys; foreign representatives in Canada — heads of post, political advisors, military advisors, commercial advisors, special advisors; consular officers and trade commissioners; provincial representatives abroad; diplomatic and consular lists; ceremonials; honours and awards; hospitality and security of foreign diplomatic missions in Canada.

DEA/JFB-010
Legal Operations
Description: Information on maritime legal questions, international legal activities in the environmental field and UN legal issues. *Topics:* Territorial and high seas matters; fishing zones; fisheries agreements; fishing treaties; fisheries regulations; fisheries exports; international fisheries commissions; fish stocks; maritime boundaries; transboundary fish stocks; fisheries negotiations; fisheries conservation; marine scientific research; marine mammals; Law of the Sea; continental shelf; international seabed area; compensatory financing; transfer of technology; Arctic sovereignty; deep-seabed enterprise; seabed authority; nickel production; marine environmental protection and preservation; marine vessel traffic agreements; navigation safety; admiralty law; marine pollution control; bonding arrangments; oil and hydrocarbon exploration; transportation regulations; environmental law; environmental relations; offshore mining and drilling; air pollution control; weather modification; aviation organizations; outer space law; international space committees; space agreements and treaties; human rights; refugees; terrorism; hijacking; disarmament; direct broadcast satellites; nuclear-powered satellites.

DEA/JFB-015
Economic and Trade Law
Description: Information on legal aspects of Canada's international economic relations, trade and commodity agreements and related matters. *Topics:* Trade agreements; commodity agreements; constitutional law; dispute settlement; international organizations; investment; industrial policy; commercial arbitration; energy issues; jurisdictional issues; sanctions and boycotts; transport and communications; bankruptcy issues; foreign claims; international development; international finance; International Law Commission.

DEA/JFB-020
Legal Advice and Treaties
Description: Information on questions of public and private international law and treaties. *Topics:* Policy and plans; reports and

statistics; judicial and legal services; authentication and notarial acts; diplomatic and consular privileges and immunities; consular questions; sovereign immunity; recognition of states and governments; provincial participation in international arrangements; passport matters; defence regulations; security matters; transfer of offenders; narcotics control; transborder police operations; immigration legislation and regulations; extradition; childnapping; private international law; maintenance orders; letters rogatory; depositions; service of documents; treaty negotiation, interpretation, registers, procedures and publication.

DEA/JFB-022
Immigration Affairs
Description: Information on matters relating to Canadian immigration services. *Topics:* Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; adoption; asylum; employment authorizations; bonds and security deposits; briefs and submissions; citizenship; complaints; data system; death of immigrants; demography; education and training; enforcement; examinations; exclusion and removal; federal-provincial relations; identification and travel documents; illegal entry; marriage and divorce; military personnel; Minister's permits; posts and posts' operations; recruitment and selection; convention and other refugees and designated classes; organizations including ICM, UNHCR and UNRWA; voluntary agencies refugee centres and re-establishement; humanitarian assistance; religious groups and sects; settlement; special events; terrorism; transportation; accommodation; repatriation of immigrants; emigration; research projects.

DEA/JFB-023
Consular Policy
Description: Information on Canadian consular policy matters. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; extension of services abroad; social security plans; immigration and citizenship matters; enquiries and complaints; consular conventions and understandings; diplomatic and official visas; co-ordination of consular programs for posts abroad; consular training; honorary consuls; shipping and seamen; transfer of offenders; deportation; and travel industry.

DEA/JFB-024
Consular Operations
Description: Information on Canadian consular operations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; fee collection and control; services on behalf of other countries; services as a protecting power; registration of nationals; emergency evacuation; government benefits and services; assistance to nationals; assistance through local authorities; offences, arrests, detentions, conscription of Canadians abroad; merchant vessels and seamen, commercial aircraft and airmen, military personnel, veterans; social security; prisoners of war and civilian internees; death and estates, reunification of families; and visa registration.

DEA/FGB-025
Geographic Branches
Description: Information on the formulation and conduct of Canadian policy; the supervision of operations of the diplomatic and consular posts and Canada's relations with the country in which it is situated; bilateral matters involving diplomatic missions of other countries in Canada and policy advice; information on the activities of the branches and involvement with the public and private sectors in Canada's trade relations; the drawing up and negotiating of bilateral and multilateral agreements, acts, regulations, quotas and standards pertaining to Canada's foreign trade. *Topics:* Policy and background; trends in global, international and national affairs; Canadian external policy and relations; foreign policy trends; internal policy trends; guidance to heads of post; reports and statistics; periodic reports; tour reports; treaties and agreements; organizations and conferences; laws; national historical outlines; nationalism; visits; neutralism and non-alignment; peace and non-aggression; intervention and non-intervention; dependent territories; colonialism and imperialism; interim control and surveillance; independence and recognition; political asylum; government, constitution, head of state, cabinet, legislature, judiciary, administration; national symbols; church-state relations; political parties, non-party groups and elections; provincial and municipal affairs; communism; internal security forces; political prisoners; subversion and espionage; demonstrations and riots; coups d'état; disputes and incidents; economic relations; development assistance; bilateral environmental and energy questions; transboundary issues such as pollution; trade relations; immigration consultation and research; exchange of information for the trade sector; international trade relations; associations; clubs and societies; commodities; companies; conferences, seminars, conventions and meetings; committees; co-operation and liaison; economic and political conditions; environmental conditions; international organizations; statistics; taxation and taxes; tourism; transportation; acts, legislation and regulations, food and drug regulations; immigration acts and regulations; marketing and labelling acts; standards; agreements; customs and tariffs; export and import controls; financing and aid; Canadian banks and financial institutions; Canadian Commercial Corporation; contracts and tenders; development banks; foreign banks and financial institutions; government financing and aid; investment; international trade; assistance to exporters and importers; Canadian capabilities and competitiveness; Canadian trade; industrial co-operation; joint ventures; international economic boycotts; programs; selective identification systems for multilateral project opportunities; overseas projects; third country operations; fairs and exhibitions; missions and visitors. *Note:* The records of the Programs Divisions, in fields such as immigration, cultural relations and information activities, form part of the records of the general functional bureaus of the Department, described elsewhere.

DEA/TFB-030
Trade Development Policy and Liaison
Description: Information on policies and special issues on trade development that are generally non-recurring, as well as details of liaison activities with provincial governments, other government departments, and private sector associations. Financial records relating to the International Trade Development Branch are also included in this class. *Topics:* Reports on federal/provincial consultations; briefing books for consultations, ministerial and non-ministerial federal-provincial meetings; provincial export assistance summary; Branch financial records; reports and statistics; private sector associations; trade devvelopment; evaluation of actual or potential trade development programmes and activities.

DEA/TFB-032
Export Development Programs and Services
Description: Information on issues in the international marketing area. Also included is information on federal government programs of

export education assistance to business and to export education activities and international business studies at Canadian universities; information on the activities of the federal government in gathering and disseminating market intelligence; information on the development of export marketing strategies for particular foreign country markets; federal government incentive and assistance programs related to export marketing; information on the activities of trading houses; information on international transportation services; information on the development of export marketing strategies. *Topics:* International marketing strategy, co-operation and liaison; export marketing education; foreign market intelligence; export marketing planning and co-operation; market strategy; programs; Export Trade Month, Export Awards Program, trading houses; policies and plans in the field of transport; activities related to export development; trade development; International Trade Centres; trade information systems including WIN Exports and PEMD.

DEA/TFB-035

Agri-Food, Fish and Resource Products

Description: This class covers information relating to the production and marketing, nationally and internationally, of agricultural, fish, processed food, forest, mining and chemical products, including world market situations and the general economic development of such Canadian industries. Also included is the Bureau's involvement with various associations and organizations from the public and private secotrs and other countries; trade missions, visits, trade fairs, grants, loans and contributions and programs designed to assist the industries in the development and marketing of their products. *Topics:* Agricultural products; feed; fresh fruits and vegetables; pulses; seeds; tobacco; livestock; meat; dairy products; grocery products; baked goods; beverages; processed foods; fur products; international commodities; lumber; plywood; panel products; timber frame construction; log homes; pulp and paper; ferrous and non-ferrous metals; peat moss; ceramic materials; metal powders; asbestos; potash; chemical fertilizers; pesticides; pharmaceuticals; biological reagents; synthetic resins; polymers; industrial chemicals; adhesives.

DEA/TFB-040

Capital Projects and Secondary Industries (New)

Description: Information on international financing activities, Canada Account financing, capital projects, countertrade and the Cost Recoverable Technical Assistance Program; federal policies and issues relating to international marketing and export trade development for transportation, machinery and consumer goods sectors; and information on the development of export marketing strategies for particular foreign country markets. *Topics:* Capital projects; Program for Export Market Development (PEMD); co-operation and liaison; foreign market intelligence; federal/provincial governments; associations; Canadian Commercial Corporation; investment; Export Development Corporation; export financing; international financial institutions; OECD; Cost Recoverable Technical Assistance; visits; countertrade; equipment — environmental, secondary and service industries, agriculture, construction, resource, heating, air conditioning, refrigeration, automotive, energy, marine systems, urban and rail systems; consumer products — clothing, fur apparel, footwear, textiles, jewellery, giftware, musical instruments, cultural industries, houseware, hardware, toys and games, sporting goods, furniture, appliances, medical equipment, health care products, educational equipment.

DEA/TFB-046 *Formerly identified as:* DEA/TFB-045, 050

Defence Programs and Advanced Technology

Description: This class covers information concerning the policies and procedures on the industrial and trade aspects of high technology and defence programs. *Topics:* Marine Products and Services; onboard electronics; aircraft; civilian and military aircraft components systems; missile systems; avionics; space-based radar; satellites; 'Build to print'; security; nuclear, biological, and chemical (NBC) defence products; cold weather clothing; vehicles; weapons and ammunition; aircraft R & O and finishing; civilian and defence applications for computer-based technologies, telecommunications/datacommunications; remote sensing; industrial process controls; electronic components; geological and geophysical instrumentation; test and laboratory equipment; electronics; Canada/U.S. Defence Production and Development Sharing Agreements; Research, Development, and Production Agreements with European countries; Defence Economic Relations; Access to U.S. Defence Procurement; Assistance to Canadian companies in defence-related exports; North American Defence Industrial Base Organization; NATO industrial Advisory Group and other infrastructure procurement; Bilateral science and technology (S&T) agreements; liaison with U.N. Agencies, OECD, IIASA, and other multilateral organizations on science; space policy collaboration and marketing; international aspects of S&T related to telecommunications, information technologies, advanced industrial materials, Arctic science and biotechnology; international activities on large science projects; administration of the 'Technology Inflow Program'.

DEA/EFB-060

Trade Policy

Description: Information on international trade, customs tariffs, international trade conferences, trade promotion, policies and restrictions, trade agreements, export controls, strategic controls and embargoes, trade in services. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; tariff negotiations; customs; low-cost imports; surplus disposal; subsidies; quantitative restrictions; state trading; commercial relations; trade promotion; trade fairs; tourism; quarantine regulations; strategic trade controls.

DEA/EFB-065

GATT Affairs

Description: Information on the co-ordination and management of Canada's participation in the General Agreement on Tariffs and Trade. *Topics:* Policy; charter; relations; membership; secretariat; financing; public relations; documents; sessions; council meetings; multilateral trade negotiations.

DEA/EFB-070

Agriculture and Commodity Policy

Description: Information on international aspects of agricultural trade policy and international commodity agreements. *Topics:* Agricultural industry; food and agriculture; commodity trade; policy and plans; organizations and conferences; treaties and agreements; schools and training; visits.

DEA/EFB-075

Industrial Trade Policy

Description: Information on trade relations and policies as they relate to domestic industrial policy. *Topics:* Transportation equipment including the importation of automobiles, capital and consumer goods, pharmaceutical and health care products.

DEA/EFB-080

International Economic Relations

Description: Information on international and domestic studies; trends and conditions; discussions on international economic policy and relations; macro-economic questions; OECD activities and Economic Summits; East-West multilateral economic issues, including Basket II of the Conference on Security and Co-operation in Europe and the Economic Commission for Europe. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; budgets; industrial organizations; regional economic groupings; scientific and technical co-operation in industry; joint ventures.

DEA/EFB-085

International Finance

Description: Information on international finance and monetary matters, the activities of public and private agencies in the field of banking, investment and insurance. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; taxation; public debt; currency; foreign exchange and payments; capital movements; banking; gold; insurance; domestic investment; foreign investment; control of assets; companies and co-operatives; industrial property; multinational enterprises.

DEA/EFB-090

Economic Relations with Developing Countries

Description: Information on international economic development, Canada's policy on development assistance and North-South issues. *Topics:* Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation; international co-ordination; project assistance; non-project assistance; technical assistance; food aid; export development; relief; volunteer services.

DEA/EFB-095

Energy and Environment

Description: Information on questions and negotiations concerning conventional and new forms of energy; international energy policy co-ordination; economic and commercial developments; and Canadian and international policy and activities in the field of the environment. *Topics:* Policy and plans; reports and statistics; treaties and agreements, organizations and conferences; legislation and regulations; visits; electricity; petroleum and natural gas; conservation; coal; energy research and development; environmental research and development; protection of nature; wildlife and aquatics; prevention of diseases; social development; pollution; pollution by industry; pollution by radiation; land spoliation; air, water and transportation pollution.

DEA/EFB-100

Nuclear

Description: Information on questions and negotiations concerning nuclear energy, safeguards, international nuclear energy policy co-ordination, and economic and commercial development. *Topics:* Policy and plans; reports and statistics, co-operation and agreements; organizations and conferences; legislation and regulations; visits; IAEA co-operation; technical assistance and information; research and development; safeguards; export and import; safety standards.

DEA/EFB-105

Resources Policy

Description: Information on trade relations and policies as they relate to resources industries; information on export markets and marketing strategies for these industries. *Topics:* Coal and petrochemicals, metals and minerals, industrial materials and forest products.

DEA/EFB-110

Special Trade Relations

Description: Information relating to government administration of the *Export and Import Permits Act* and any other related acts and regulations; the Bureau's activities and involvement with individual companies in the area of export and import quotas and market restraints; the Bureau's activities in the control of imported and exported commodities; and its dealings with concerned government and non-government agencies. *Topics:* Legislative acts; consultations and negotiations, country agreements, permits and certificates, violations and prosecutions; companies; general correspondence; commodities; policy, injurious imports; textiles, clothing, footwear; agricultural products; electronic products; other exported items; associations and general economic data; countries; general correspondence; government departments and agencies; associations, statistics and correspondence.

DEA/IFB-115

United Nations Affairs

Description: Information on the organization, structure, administration, relations and sessions of the United Nations; including the Security Council, the General Assembly, and other UN organizations such as the United Nations Educational, Scientific and Cultural Organization (UNESCO), the International Labour Organization (ILO), Food and Agriculture Organization (FAO), World Health Organization (WHO), International Civil Aviation Organization (ICAO), United Nations Centre for Human Settlements (HABITAT), United Nations Environment Program (UNEP), International Telecommunications Union (ITU), Universal Postal Union (UPU), and International Maritime Organization (IMO); information on Canada's participation in United Nations human rights, status of women, minorities and race relations, social and humanitarian activities. *Topics:* Policy and programs — UN Charter, relations with countries, specialized agencies, inter-governmental organizations, non-governmental organizations, membership; Secretariat — finance and administration, privileges and immunities, public relations, documentation, personnel; General Assembly — rules and procedures, sessions, agenda, delegations, credentials, general committee, main committees, Canadian statements; Security Council — rules of procedure, delegations, membership, reports to General Assembly; Economic and Social Council — sessions; United Nations system, including above agencies; policy; plans; programs; international, national and non-governmental human rights organizations and conferences; reports and statistics; international co-ordination; promotion of human rights; status of women; minorities and race relations; drugs and crime prevention; human rights violations; treaties and agreements; multilateral human rights matters and policies.

DEA/IFB-120

Commonwealth

Description: Information on Canada's participation in Commonwealth programs and activities. *Topics:* Policy; development; membership; Prime Ministers' meetings; inter-governmental conferences; organization of Royal visits; Queen and Royal Family;

Commonwealth ministerial meetings and conferences; functional co-operation and the activities of non-governmental organizations.

DEA/IFB-121
Summit and Francophone Affairs
Description: Information on the multilateral aspects of Canada's relations with French-speaking countries; formulation and implementation of Canadian policy; co-ordination of the Canadian contribution to their aid programs; establishment and co-ordination of Canadian participation in various meetings of an official or semi-official nature; intergovernmental conferences; international associations and private organizations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; orientation and development; admission and participation; attitudes of non-member countries; international conferences; secretariat; intergovernmental agencies and private associations; programs and activities; documentation and studies; aid and development; culture and information; science and technology; education and youth exchange.

DEA/IFB-125
Arms Control and Disarmament
Description: Information on various issues involved in formulating advice and recommendations on policy and positions intended to control the arms race. *Topics:* Policy and positions; reports and statistics; public opinion in Canada, public opinion abroad; treaties and agreements; international organizations and conferences; legislation and regulations; measures; plans and proposals; control and verification; cut-off, use and transfer of fissionable material; reduction and elimination of nuclear weapons and nuclear weapons carriers; reduction and elimination of chemical and biological warfare (CBW) weapons; reduction of conventional armaments and armed forces; military budgets; foreign bases; transition from stage to stage of disarmament; outer space; reduction of the risk of war; disengagement and denuclearized zones; comprehensive test ban and disarmament studies and research; suspension of nuclear tests — policy and positions, treaties and agreements; organizations and conferences, plans and proposals; nuclear war; legal aspects; economic and social consequences; publication of the periodic *Disarmament Bulletin.*

DEA/IFB-130
Defence Relations
Description: Information on the development and co-ordination of Canadian foreign and defence policies on issues such as NATO, NORAD and other North American defence issues. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; visits; Canadian forces, foreign forces, defence authorities; visiting forces; bilateral relations — Canada; bilateral relations — other countries; armed forces — policy and procedures, co-ordination personnel, navy, army, air force, paramilitary forces, uniforms and insignia, decorations, colleges and courses, commemorations and war graves, welfare and entertainment, non-military activities; conventional and nuclear armaments; peacekeeping; defence research; military information; air defence systems; manoeuvres and exercises; bases, installations and related activities; arms sales; military transportation; communications; aircraft clearances; military assistance; mobilization for war; outer space; service attachés; civil defence and emergency planning.

DEA/IFB-135
Foreign Intelligence
Description: Information on the collection and analysis of foreign political and economic intelligence from other federal departments and agencies, the public media, foreign governments, international organizations and other sources that provides a basis for policy formulation on matters affecting Canada's interests. *Topics:* Political affairs; policy and plans; reports and studies; agreements; organizations and conferences; legislation and regulations; visits; international associations and private organizations; release of information; foreign political parties; foreign personalities; special clearances; liaison arrangements; interviews with Canadian residents. *Retrievability:* Major case files are arranged by country, international organization or individual.

DEA/IFB-140
Security
Description: Information on matters concerning the physical security of documents, communications and buildings, and the safety of personnel both at posts abroad and in Ottawa; personnel security; and issues affecting national security. *Topics:* Policy and co-ordination; reports and information; treaties and agreements; legislation and regulations; visits; arrangements; conferences and delegations; assistance to foreign missions; the Vienna Conventions; passport security; immigration security; foreign intelligence activities in Canada; communist and pro-communist parties and organizations; vulnerability; exchange and release of information; travel by Canadian residents; threat assessments; foreign representatives in Canada; visitors; communications services; documents and information; violations; inspections; education and training; responsibility of staff; guard protection; personnel debriefing; physical, technical, equipment, security clearances.

DEA/BCB-150
Academic Relations
Description: Information on awards, scholarships, fellowships and exchange programs offered by the Canadian government to nationals of certain countries; teaching, historical research and relations with foreign and Canadian academics and universities. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; exchange of persons; visits; universities; education associations; awards, scholarships, fellowships; assistance to research scholars; teaching, research and publications.

DEA/BCB-155
Arts Promotion
Description: Information on the promotion of cultural relations between Canada and other countries and on international cultural policy issues and programs. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; international sports; visits; fairs and exhibitions; cultural centres; cultural information; book presentations; libraries and literature; architecture; visual arts; performing arts; culture and history.

DEA/BCB-170
Domestic Communications
Description: Information on activities and materials used to inform Canadians about Canada's foreign policy, international relations and the role of the Department of External Affairs. *Topics:* International affairs awareness; issue and program support; communications plans and strategies; reports and statistics; agreements; visits; requests for information on foreign policy; distribution and special mailings; External Affairs publications; publications of non-governmental organizations; Annual Report; ministerial speeches; news feature

articles; videos; news radio features; ethnic, smaller regional and weekly press; UN model conferences; departmental speakers; press/information kits; study tours of multilateral institutions in Europe; International Drug Awareness Campaign; Canadian Action Plan to Counteract South African Propaganda and Censorship.

DEA/BCB-172
Library Services (New)
Description: Ensures that externally generated information relevant to the Department is accessible to its personnel and the general public; the Department's collection contains more than one million volumes and government documents. *Topics:* Reference/research (manual and automated); lending service (including interlibrary loans); routing and/or distribution of periodicals, documents and newspapers; on-line research service to access literature and statistical data from databases; newspaper clipping service; acquisitions of, and cataloguing support for, library materials in Canada and overseas.

DEA/BCB-175
External Communications
Description: Information materials on Canada sent to other countries, including information on Canadian government policies and programs. *Topics:* Policy and plans; reports and statistics; conferences and seminars; visitors to Canada programs; requests for information; foreign press; External Affairs publications; exhibits and displays; films, recordings, transcripts, radio and television programs; promotion and publicity; timely information to posts; and celebrations of anniversaries and international events.

DEA/BCB-176
Trade Communications
Description: Information on programs and activities to promote exports and to inform the export business community about policies and programs for the development of overseas markets. *Topics:* Export information; regional and provincial programs; conferences, conventions and meetings; federal programs, Canada Export Trade Month program; evaluations, associations, organizations and institutes; promotion; media relations; private companies; government departments and agencies; communications; advertising; trade fairs.

DEA/SFB-180
International Exhibitions
Description: Information on liaison and representation at the International Bureau of Exhibitions in Paris and world exhibitions. *Topics:* Policy and plans; reports and statistics; organizations and conferences; visits; exhibits and displays.

DEA/MCB-215
Passport Bureau
Description: Information on the issue of passports to Canadian citizens in Canada and abroad, Certificates of Identity and United Nations Refugee Convention travel documents. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; surveys and studies; information activities; public relations; legal affairs and services; citizenship; visa and travel; fee collection and control; passport accountability, application, eligibility, issue, validation and amendment, and categories; emergency certificates; certificates of identity; control lists; lost or stolen passports; denial of services; fraudulent activities; security precautions.

Deleted Classes of Records

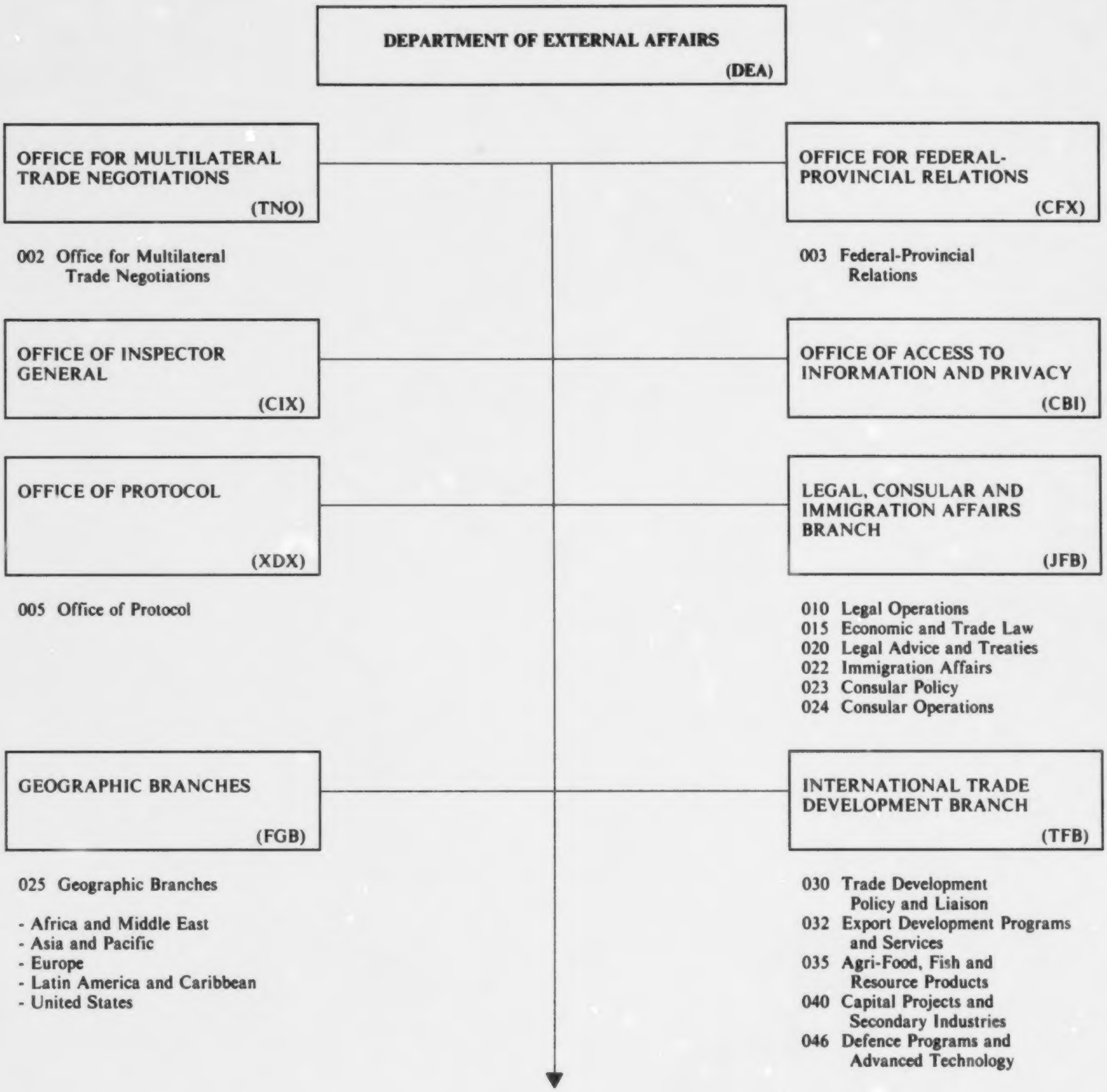
The following classes of records have been incorporated into DEA/TFB-046:

DEA/TFB-045	Defence Programs
DEA/TFB-050	Technology and Investment Development

The following class of records has been incorporated into DEA/BCB-150 and DEA/BCB-155:

DEA/BCB-160	Cultural Policy

EXTERNAL AFFAIRS CANADA



DEPARTMENT OF EXTERNAL AFFAIRS (DEA)

OFFICE FOR MULTILATERAL TRADE NEGOTIATIONS (TNO)

002 Office for Multilateral Trade Negotiations

OFFICE FOR FEDERAL-PROVINCIAL RELATIONS (CFX)

003 Federal-Provincial Relations

OFFICE OF INSPECTOR GENERAL (CIX)

OFFICE OF ACCESS TO INFORMATION AND PRIVACY (CBI)

OFFICE OF PROTOCOL (XDX)

005 Office of Protocol

LEGAL, CONSULAR AND IMMIGRATION AFFAIRS BRANCH (JFB)

010 Legal Operations
015 Economic and Trade Law
020 Legal Advice and Treaties
022 Immigration Affairs
023 Consular Policy
024 Consular Operations

GEOGRAPHIC BRANCHES (FGB)

025 Geographic Branches

- Africa and Middle East
- Asia and Pacific
- Europe
- Latin America and Caribbean
- United States

INTERNATIONAL TRADE DEVELOPMENT BRANCH (TFB)

030 Trade Development Policy and Liaison
032 Export Development Programs and Services
035 Agri-Food, Fish and Resource Products
040 Capital Projects and Secondary Industries
046 Defence Programs and Advanced Technology

EXTERNAL AFFAIRS CANADA

ECONOMIC AND TRADE POLICY BRANCH (EFB)

060 Trade Policy
065 GATT Affairs
070 Agriculture and Commodity Policy
075 Industrial Trade Policy
080 International Economic Relations
085 International Finance
090 Economic Relations with Developing Countries
095 Energy and Environment
100 Nuclear
105 Resources Policy
110 Special Trade Relations

POLICY DEVELOPMENT BUREAU (CPD)

CORPORATE MANAGEMENT BUREAU (CMD)

COSICS PROJECT OFFICE (HXB)

COMMUNICATIONS AND CULTURE BRANCH (BCB)

150 Academic Relations
155 Arts Promotion
170 Domestic Communications
172 Library Services
175 External Communications
176 Trade Communications
180 International Exhibitions

POLITICAL AND INTERNATIONAL SECURITY AFFAIRS BRANCH (IFB)

115 United Nations Affairs
120 Commonwealth
121 Summit and Francophone Affairs
125 Arms Control and Disarmament
130 Defence Relations
135 Foreign Intelligence
140 Security

FINANCE AND ADMINISTRATION BRANCH (MCB)

215 Passport Bureau

PERSONNEL BRANCH (ACB)

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF EXTERNAL AFFAIRS
LESTER B. PEARSON BUILDING
TOWER D, MAIN FLOOR
125 SUSSEX DRIVE
OTTAWA, ONTARIO
K1A 0G2

Chapter 45

FARM CREDIT CORPORATION CANADA

A. GENERAL INFORMATION

Historical Background

The Farm Credit Corporation (FCC) was established in 1959 as a Crown agency reporting to Parliament through the Minister of Agriculture.

Responsibilities

The Corporation makes and administers farm loans under the authority of the *Farm Credit Act* and the *Farm Syndicates Credit Act* to enable Canadian farmers to establish, develop and maintain viable farm enterprises. As well, it administers programs as directed by the federal government and provides counselling and assistance in the planning, organization and development of farm businesses to all applicants and borrowers.

Legislation

- Farm Credit Act
- Farm Syndicates Credit Act
- Land Transfer Plan

Organizational Units and their Role

In order to fulfil its mandate, the Corporation has established a network of offices to serve the farming community. Corporate headquarters is located in Ottawa. Regional offices correspond geographically with provincial boundaries except for Atlantic Canada, where the four provinces are served by a Regional Centre located in Moncton, N.B., and the Yukon, which is served by the Alberta/British Columbia regional office located in Edmonton, Alberta. The regional offices are functionally organized into a lending services group, including all field operations, and a loan administration group. In addition to the six regional offices, the Corporation has 99 district and field offices.

Corporate headquarters is organized into six component groups. The **Executive Office** consists of the Chairman and the Vice-Chairman. The Chairman is Chief Executive Officer of the Corporation and is responsible for the supervision and direction of all work and staff of the Corporation. The Vice-Chairman is a member of the Board of the Corporation and exercises all of the powers and duties of the Chairman in his absence. As Chief Operating Officer, he directs the business of the Corporation and exercises all other powers and duties as may be assigned to him by the Chairman or the Board of the Corporation.

Lending Operations is responsible for the Corporation's overall lending activities, which include the making and administration of loans, client services, and regional operations.

Financial Services is responsible for the overall financial management of the Corporation including financial risk management corporate finance and accounting, financial reporting, and internal controls. It also ensures that the financial provisions of the *Farm Credit Act* and the financial management provisions of the *Financial Administration Act* are effectively employed by the Corporation.

Research and Planning directs, controls, and advises on economic information, liaison, and corporate planning and research and development.

Corporate Audit directs financial, operational and management audits of the head office and regional operations. Corporate Audit is also responsible for assisting the Audit Committee in the co-ordination of internal audits and special examinations.

Administration Services directs, controls, and advises on management information, communications, administrative and human resources services.

Manuals

- Advisory Services Policy and Procedures
- Farm Credit Act Policy and Procedures — Lending
- Farm Credit Act Policy and Procedures — Loan Administration
- Farm Syndicates Credit Act Policy and Procedures — Lending
- Farm Syndicates Credit Act Policy and Procedures — Loan Administration

Additional Information

The public may direct enquiries for information about the Corporation and its policies and procedures to:

Communications
Farm Credit Corporation
434 Queen Street
(P.O. Box 2314, Postal Station D)
Ottawa, Ontario K1P 6J9
(613) 996-6606

FCC — Alberta/British Columbia Regional Office
10250-101 Street, Suite 1550
Edmonton, Alberta
T5J 3P4
(403) 495-4488

FCC — Saskatchewan Regional Office
110-2401 Saskatchewan Drive
Regina, Saskatchewan
S4P 4H9
(306) 780-5610

FCC — Manitoba Regional Office
400-5 Donald Street
Winnipeg, Manitoba
R3L 2T4
(204) 983-4039

FCC — Ontario Regional Office
201-450 Speedvale Avenue West
Guelph, Ontario
N1H 7G7
(519) 821-1330

FCC — Quebec Regional Office
2700 Laurier Boulevard, Suite 2000
P.O. Box 3600
Ste-Foy, Quebec
G1V 4C7
(418) 648-3993

FCC — Atlantic Regional Office
1133 St. George Boulevard, Suite 230
P.O. Box 849
Moncton, New Brunswick
E1E 4E1
(506) 857-6595

B. CLASSES OF RECORDS

Access Procedures

A formal request for information under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Farm Credit Corporation
P.O. Box 2314, Postal Station D
Ottawa, Ontario
K1P 6J9
(613) 996-6606

Reading Room

The Corporation's board rooms and libraries have been designated under section 71 of the *Access to Information Act* as reading rooms where the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The designated reading rooms are located in the head office and regional offices at the addresses listed above under "Additional Information".

Classes of Records

FCC/ADM-005
Legislation, Organization and Policy
Description: Information on legislative drafts and amendments, organizational changes, policy development, and system procedures development. *Topics: Farm Credit Act* and *Farm Syndicates Credit Act* — interest rate and regulations; loans to Indians on reserves; small farm development; land transfer plan terms and conditions; acts and regulations amendments; conferences (general, regional, agricultural and appraisal); policy and procedural manuals; annual reports; committees — general, advisory, executive, standing and senior management; appeal boards; circulars; Task Force on Agriculture; agents and solicitors; management audits. *Storage Media:* Paper and computer. *Retrievability:* Files arranged numerically by subject and by province.

FCC/ADM-010
Farm Credit Act Lending Policy
Description: Policy directives, rulings and reports on the *Farm Credit Act* lending policy. *Topics:* Correspondence; guidelines; specialized enterprises; two-province loans; capital restrictions; low-income farmers; Indian loans; Department of Regional Economic Expansion (DREE); capital monitoring; eligibility; vertical integration; Hutterites and Mennonites; co-operatives; corporations; partnerships; security, production and marketing; purposes, amount, terms and conditions of loans; interest rates; appraisal fees; forms and procedures; loan monitoring; flood risk areas. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-015
Farm Syndicates Credit Act Lending Policy
Description: Policy directives, rulings, reports and analyses on the *Farm Syndicates Credit Act* policy. *Topics:* Policy; correspondence; eligibility; purpose of loan; amount of loans; terms and conditions of loans; forms and procedures; operational analyses. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-020
Farm Appraisal System and Benchmarks
Description: Correspondence, copies of reference material, requests for aerial photographs, and instructions on the Corporation's appraisal system. *Topics:* Benchmarks and economic guides — British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, the Atlantic Region; aerial photographs; appraisals — other departments and agencies. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-025
Operational Staff Training
Description: Policy, instructions and general correspondence on operational staff training. *Topics:* Operational training policy; operational training — British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, the Atlantic Region; special training; appraisal training; case studies and demonstrations; appraisal courses (ASFMRA); loan counselling and farm management. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-030
Advisory Services
Description: Information on Advisory Services policy, procedures, reports and meetings. *Topics:* Correspondence; supervision policy and procedures. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-035
Special Programs
Description: Policy, documentation, instructions, rulings, agreements and reports concerning the Land Transfer Plan, purchases and sales grants. *Topics:* Policy; correspondence; Land Transfer Plan — operational policy, special credit eligibility, Corporation purchase and resale to provinces, vendor grant eligibility, provincial agreements, forms and procedures; Small Farm Development Program — evaluation, National Advisory Committee, Co-ordinating Committee, Interdepartmental Committee. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-040
Research Policy
Description: Information on policy, meetings, farm management, projects, case studies and training. *Topics:* Canadian farm management committee; Canadian farm management sub-committee

on research; Canadian farm management committee — training modules; financial management course. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-045

Agricultural Statistics and Economics

Description: Statistical data, reports, forecasts, trends, related correspondence. *Topics:* Agricultural statistics and economics; economic and market outlook; agricultural statistics and economic data from the 1981 census; interest rate trends; farm product prices; farm income and costs; forecasting on Farm Credit Corporation lending; land values; financial markets; financial instruments; quota values. *Storage Media:* Paper and publications. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-050

Research

Description: Research reports, studies, data and correspondence. *Topics:* Management assessment; farm size analysis; capital situation; production cost analyses; farm family living costs; special assignments; capital allocation and monitoring data; borrowers' age analysis; financial model study. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-055

Statistical Information and Programs

Description: Statistical information, new program developments, listing of computer programs, loan summary and review coding, reports, summaries and correspondence. *Topics:* Coding instructions; time lapse analysis; solicitors' time; purpose of loans; appraisal; benchmark and budget analyses; national lending summary; application and appraisal workload; land transfer program; federal farm credit statistics; documentation; standing committee; advisory committee; retired and assumed loan analyses; characteristics of borrowers; interview log summary; National Appeal Board summaries; annual report; terminal special reports; bankruptcies; branch appeal board reports; number of accounts; financial and lending data; selected statistics programs; special programs. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-060

Technical Information

Description: Technical information and reports for subject areas not previously specified. *Topics:* Canadian Socio-economic Information Management (CANSIM); monthly and quarterly production runs — AGDATA (commodity prices, bond market). *Storage Medium:* Statistics Canada computer. *Retrievability:* Statistics Canada (codes available at FCC).

FCC/ADM-065

Conferences

Description: Working papers, reports and correspondence on conferences. *Topics:* Research conferences, FCC and non-FCC; federal-provincial relations. *Storage Medium:* Paper. *Retrievability:* Files arranged numerically by subject and province.

FCC/ADM-070

Projects and Reports

Description: Information on reports, marketing boards, and quotas; correspondence. *Topics:* Farm Survey Report; Study of Marketing Boards; study of credit for low income farmers; 1971 Arrears Analysis Report; Manitoba Survey; 1980 and 1984 Farm Survey Reports. *Storage Media:* Paper and publications. *Retrievability:* Files arranged numerically by subject.

FCC/ADM-075

Financial Model

Description: Information on the financial model used to develop interrelated balance sheet, income statement and financial ratios. *Storage Media:* Paper and computer. *Retrievability:* Files arranged by subject.

FCC/ADM-080

Land Transfer Plan Loan Administration

Description: Information on policies and directives concerning loan management under the Land Transfer Plan Loan Administration and the Commodity-based Loan Program and Shared Risk Mortgage Program. *Topics:* Land Transfer Plan Loan Administration and CBL and SRMP. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-085

Farm Syndicates Credit Act

Description: Information on rulings, legal opinions, security, disbursement, identification and administration related to the *Farm Syndicates Credit Act*. *Topics:* Correspondence; policies; new loan documentation; loan administration. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-090

Farm Credit Act Loan Administration

Description: Information on policy, rulings, fire insurance, forms and procedures, disbursements, notices, statements, security, legal opinions, suspense and liaison related to administration of loans under the *Farm Credit Act*. *Topics:* Correspondence; policy; fire insurance; new loan documentation; retained funds; instalment notices; activity statements; retired and assumed loan documentation; collateral security; partial interest, surface leases and easements; legal opinions; suspense funds disbursements; liaison. *Storage Media:* Paper and computer. *Retrievability:* Files arranged by subject and province.

FCC/ADM-095

Life Insurance

Description: Life insurance studies, tenders, operations, rulings, interpretations, reports and claims. *Topics:* Correspondence; life insurance program; Equitable Life, Metropolitan Life; life insurance reports; outstanding death claims. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-100

Ancillary Agreements

Description: Information on rulings, reports, directives, forms, procedures, contracts and instructions related to ancillary agreements. *Topics:* Correspondence; grazing leases; crop share agreement; instalment postponements; advisory service agreements; re-amortization agreements; waiver and consent; mortgage postponement; provincial interest rebates; monthly and irregular payment schedules; marketing board agreements. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-105
Collections
Description: Information on collection matters including policies, directives, rulings, reports, instructions, legal procedures, statistics, taxes, acquisition and disposition of property, analyses, estimates. *Topics:* Policies; correspondence; collection procedures; taxes on security; arrears reports; foreclosures, power of sale, quit claims; bankruptcies; legal action reports; recovery action summaries; forecasts of losses. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

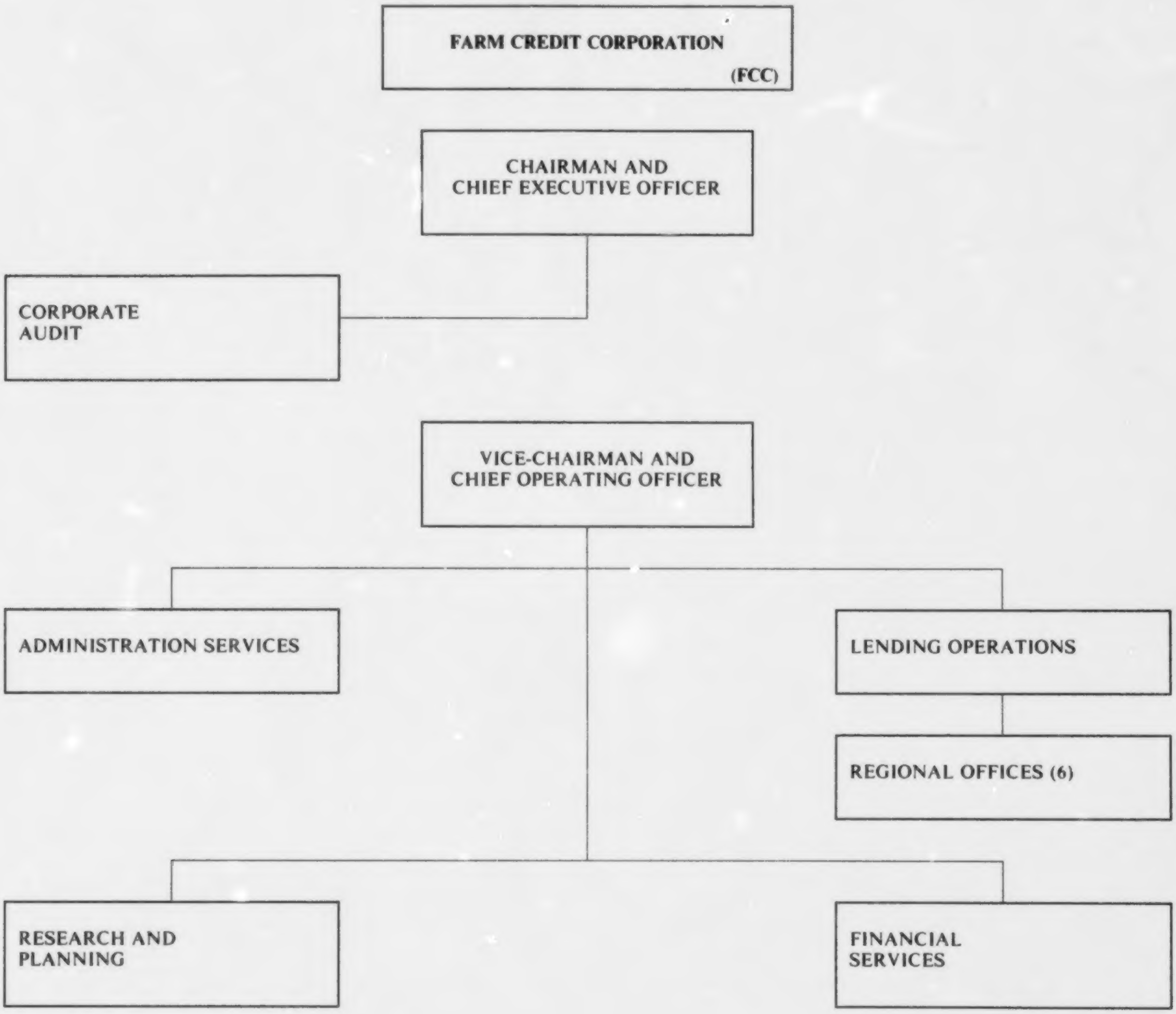
FCC/ADM-110
Real Estate Mortgages
Description: Information on directives, rulings, instructions and documentation concerning real estate security. *Topics:* Policies; correspondence; partial discharges; assumption of mortgage; exchange of security; leasehold and equity mortgage. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FCC/ADM-115
Chattel Mortgages
Description: Information on chattel mortgage matters, including directives, rulings, legal actions, procedures and reports. *Topics:* Policies; correspondence; administration; monitoring; renewals and releases. *Storage Media:* Paper and computer. *Retrievability:* Files arranged by subject and province.

FCC/ADM-120
Identification of Accounts
Description: Information on directives and reports concerned with the identification of accounts. *Topics:* Correspondence; change of field, district and geographic areas; change of address and account numbers. *Storage Media:* Paper and computer. *Retrievability:* Files arranged by subject and province.

FCC/ADM-125
Indian Loans
Description: Information on loans to native people, including directives, instructions, rulings and reports. *Topics:* Agreements, policies, administration; recoveries from the Department of Indian and Northern Affairs. *Storage Medium:* Paper. *Retrievability:* Files arranged by subject and province.

FARM CREDIT CORPORATION CANADA



FARM CREDIT CORPORATION CANADA

CENTRALIZED CLASSES OF RECORDS

005 Legislation, Organization and Policy
010 Farm Credit Act Lending Policy
015 Farm Syndicates Credit Act Lending Policy
020 Farm Appraisal System and Benchmarks
025 Operational Staff Training
030 Advisory Services
035 Special Programs
040 Research Policy
045 Agricultural Statistics and Economics
050 Research
055 Statistical Information and Programs
060 Technical Information
065 Conferences
070 Projects and Reports
075 Financial Model
080 Land Transfer Plan Loan Administration
085 Farm Syndicates Credit Act
090 Farm Credit Act Loan Administration
095 Life Insurance
100 Ancillary Agreements
105 Collections
110 Real Estate Mortgages
115 Chattel Mortgages
120 Identification of Accounts
125 Indian Loans

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
FARM CREDIT CORPORATION
P.O. BOX 2314, POSTAL STATION "D"
OTTAWA, ONTARIO
K1P 6J9

Chapter 46

FEDERAL BUSINESS DEVELOPMENT BANK

A. GENERAL INFORMATION

Historical Background

The Federal Business Development Bank (FBDB), a Crown corporation, was established by the *Federal Business Development Bank Act* (proclaimed in force on October 2, 1975) to succeed the Industrial Development Bank (IDB), which was formed in 1944.

Responsibilities

The Federal Business Development Bank was created to assist in the establishment and development of business enterprises in Canada by providing financial assistance, information and advice, and management counselling, with particular consideration to the needs of small businesses.

The Bank is responsible for acting as a supplemental lender, providing funds by means of loans and equity financing to independent businesses that cannot obtain the funds elsewhere on reasonable terms and conditions. It often caters to the needs of firms that may be either too small, too far from commercial centres, or too specialized to be able to attract the attention of conventional lenders. Through its Venture Capital Division, the Bank is also responsible for providing equity capital in addition to, or in place of, loans and guarantees.

Legislation

- Federal Business Development Bank Act

Organizational Units and their Role

The Bank has a network of branches across Canada organized into five regions: British Columbia and the Yukon, Prairies and Northern region, Ontario, Quebec, and Atlantic. The Bank's head office is located in Montreal and there are regional offices in Vancouver, Winnipeg, Toronto, Montreal, and Halifax.

The regional offices provide guidance to branches with respect to the application of established Bank policy and procedures. They also process financing applications for amounts exceeding branch limits. They are responsible for all management services activities in the region, and for ensuring that the general public within the region has access to the Bank's information services, management training services management counselling and financial planning services.

The branches provide financing, counselling information and management training services to small businesses located within their particular territory. Enquiries and applications for financing are received by branch personnel and processed in accordance with established policy and procedure. The branches are also responsible for the efficient operation of management services activities in their geographical area, and for ensuring that the general public has access to the Bank's services.

The various departments at head office include the following:

Financial Services

The **Loans Division** establishes and oversees policies and procedures with respect to the provision of financial assistance to small and medium-sized businesses. In addition, the Division oversees the management of the Bank's loan portfolio for the entire life of all accounts. Most financing is provided in the form of loans for such purposes as purchasing fixed assets, replenishing working capital, refinancing, and financing a change of ownership. Guarantees may be provided to other financial institutions to enable a business to obtain an adequate line of credit.

The **Venture Capital Division** is responsible for all equity and venture capital financing. Its role is to act as a catalyst in stimulating the formation of risk capital for companies with high growth potential. It ensures that all proposals satisfy Bank policy and are financially viable. This division assesses, on a continuing basis, the adequacy and suitability of investment policy and procedures and, when necessary, recommends changes. The services of this division include direct purchase of a minority ownership interest, underwriting of private placements, joint ventures, syndication of proposals to other venture capitalists and financial institutions, as well as assistance in mergers and acquisitions.

Management Services Division

The Management Services Divison is responsible for promoting and assisting the establishment and development of small business in Canada by providing management counselling, information services, management training and financial planning services.

The **Management Counselling Service** counsels business persons on how to engage in small business in Canada through the facilities of the Counselling Assistance to Small Enterprises (CASE) program.

The **Information Services Section** operates an enquiry and referral service for the Canadian public about government assistance programs for small business. It also writes, publishes, and distributes to the public a continuing series of booklets on small business topics. The Section holds information sessions and exhibits for the general public to publicize various assistance programs for small business, including the Bank's financial and management services.

The **Management Training Service** presents a continuing program of small business and management seminars to the general public across Canada. In conjunction with business associations and small businesses, the Service presents management seminars oriented toward specific industries to groups of business people. It also writes, publishes and distributes a series of adult education courses on small business management (owner/manager courses) for provincial and territorial ministries of education. Finally, it organizes and supports workshops, conferences, and clinics for the promotion of good management practices with small businesses.

The **Financial Planning Program** offers four distinct services to small and medium-sized enterprises. Strategic Planning is a service designed to help businesses methodically plan each stage of their development. The Packaging service involves the Bank undertaking an analysis of business proposals and completing a report to be used by financial institutions and government agencies to properly assess the entrepreneur's application for funding. Financial Matchmaking is a referral service whereby people with money available to invest are matched with business people seeking funds. Finally, Do-It-Yourself kits are produced on such topics as arranging financing; forecasting and cash flow budgeting; analyzing financial statements; evaluating the purchase of a small business; and credit and collection tips.

Corporate Secretariat

This department is responsible for the Board of Directors, its Committees, and responses to Parliament.

Legal Services

This department provides legal advice to the Bank in connection with its specific program activities and support departments.

Planning

This department is responsible for short and long-term strategies, analysis of existing activities and corporate development.

Public Affairs

This department is responsible for advertising and public relations to promote the role and activities of the Bank. It is also responsible for official languages.

Finance

This department is responsible for funding of corporate cash requirements, monitoring of cash flow, deposit and investment of corporate funds and interest rate forecasts.

Insurance

This department is responsible for insurance related to loan security and corporate insurance.

Controller

This department is responsible for all accounting in the Bank.

Economics

This department provides information on economic conditions and the impact of the Bank's activities upon the economy.

Internal Audit and Inspection

This department conducts periodic reviews of systems of internal control over Bank operations.

Government Relations

This department is responsible for the co-ordination of communication between the Bank and the Minister, the government and members of Parliament, and has responsibility for international relations.

Human Resources and Administration

This department provides the Bank with corporate-wide human resources management as well as with the overall administration support services.

Information Systems

This department develops and maintains business systems (manual and computerized) to support the operational functions and management information needs of the Bank.

Manuals

- CASE Operating Manual
- FBDB Circular Manual
- Management Services Policy Manual
- Modules and resource books for Credit Personnel Training Program (CPTP)
- Small Business Information Service Training Manual
- Standard File Classification Manual

Additional Information

Requests for further information about the Bank and its various programs and functions may be directed to:

Public Affairs Department
Federal Business Development Bank
800 Victoria Square, Suite 1100
Montreal, Quebec
H4Z 1L4
(514) 283-7515

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Federal Business Development Bank
P.O. Box 335
Stock Exchange Tower Station
Montreal, Quebec
H4Z 1L4
(514) 283-3554

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of each of the institutions listed below has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public.

FEDERAL BUSINESS DEVELOPMENT BANK

Head Office

800 Victoria Square, Suite 1100
Montreal, Quebec

Regional Offices

Atlantic
Cogswell Tower, Suite 1400
Scotia Square
Halifax, N.S.

Quebec
800 Victoria Square, Suite 4600
Montreal, Quebec

Ontario
777 Bay Street, 29th Floor
Toronto, Ontario

Prairies and Northern
155 Carleton Street, Suite 1200
Winnipeg, Manitoba

British Columbia and the Yukon
700-601 Hastings Street West
Vancouver, British Columbia

At head office, the Access Co-ordinator or the Assistant Access Co-ordinator is available for consultation and to assist the public in such things as how to complete the Access Request Form. At the regional offices, the Regional Counsel or an appointee is available for any necessary consultation.

The hours of the operation of the reading rooms are from 09:00 to 16:00 local time, Monday to Friday.

Classes of Records

BDB/FLS-005
Reports
Description: Activity reports prepared by Financial Services at head office, the regions and branches, including reports of accounts in arrears, equity investments, write-offs, and disbursements. *Topics:* Reports — from head office, regions and branches on accounts (over $500 000) in arrears for more than one month; progressive reports; estimate of possible losses; equity investments report (monthly and semi-annually); summary of write-offs and review report; applications declined; report on operations; regional activity schedule; report analysis of accounts by category; report on loan authorizations; liability reports; loans partially disbursed; recoveries expected on accounts written off; monthly report on loans fully undisbursed; and semi-annual investment return reports.

BDB/FLS-010
Policy
Description: Information on Bank lending policy and, in particular, its policy with respect to the availability of funds elsewhere, commitment and standby fees, prepayment indemnities, interest rates, and refinancing of funds. *Topics:* Availability of funds; change of ownership; types of business; commitment and standby fees; interest rates; refinancing; prepayment indemnity; working capital; credit bureaus.

BDB/FLS-015
Other Sources of Financing
Description: Information on sources of financing other than that provided by the Bank. *Topics:* Federal and provincial sources of financing; chartered banks; insurance companies; sales finance and leasing companies; trust companies; venture capital companies; factoring companies.

BDB/FLS-020
Loans, Guarantees and Other Types of Financing
Description: Information on submission and authorization procedures, disbursements and category classification, as well as policy, procedures and correspondence related to other forms of financing. *Topics:* Superseding and supplementary credits; closely related accounts; leasing; interim bridge financing; conditional sales contracts; joint loans; disbursements; category classification and write-offs.

BDB/FLS-025
Loan Accounting and Processing System (LAPS)
Description: Database containing accounting and statistical information on Bank loans, investments and guarantees. The initial data are entered from the loan authorization form and are continually updated throughout the administration of a customer account. *Topics:* Customer identification — name, address, branch, industry code; category code and zone code; loan information — type of loan, loan category, investment, guarantee, disbursement, payment and write-off information. *Storage Medium:* Computer disk or tape. *Retrievability:* Files arranged by customer number.

BDB/FLS-030
Accounts History File
Description: Statistical information on all (past and present, dormant and active) loans, guarantees, investments and customer accounts since 1944. *Topics:* Account number; date authorized; geographical code; industrial code; original maturity date; actual maturity date. *Storage Medium:* Computer tape. *Retrievability:* Files are arranged by customer number.

BDB/FLS-035
Dead Loan File
Description: Statistical information on all loans. *Topics:* Account number; name; type of financing; zone codes; modifier; interest rate; statistical codes; authorization date; maturity date; gross authorized; net authorized and write-offs. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by customer number.

BDB/FLS-040
Support Groups
Description: Correspondence on support groups which provide analysis and research on credit submissions. *Topics:* Project Research Services; the Project Analysis Group, and Special Services.

BDB/FLS-045
Investments and Venture Capital
Description: Correspondence, policy, procedures, and records related to the disbursement and monitoring of funds where there is an investment or venture capital factor. *Topics:* Enquiries; submission and authorization procedures; policy and procedures on superseding and supplementary proposals; disbursements; monitoring of investments; under-writing; mergers; acquisitions and divestitures; arrears; category classification; write-offs.

BDB/MTS-050
Management Services
Description: Basic administrative records of management services, including publicity for the various services, budgets, costs, and financial statements; reports and operating statistics for each activity, as well as miscellaneous information, copyright data, and correspondence with other organizations. *Topics:* Complimentary letters; correspondence related to publicity for information services; CASE and management training; budgets; operational plans; strategic overviews; accounting; auditors; sales taxes and systems development; activity reports — head office, regional and branch statistical reports, evaluations and related correspondence.

BDB/MTS-055
Management Counselling
Description: Information on policy matters governing the administration of CASE, accounting procedures and related correspondence. *Topics:* Engagement of co-ordinators; contract administration; co-ordinator conferences; recruiting of counsellors in each region; engagement of outside consultants; legal liability of counsellors; type of assignments; counsellor training; accounting and administration records; and the history of CASE.

BDB/MTS-060
Information Services
Description: Information on the activities of information services including publications, Small Business Information Service, federal and provincial programs, industry studies, enquiries from the public, and exhibits. *Topics:* Minding Your Own Business (MYOB) series; Small Business News; industry studies; small business statistics; Small Business Information Service — procedures, training, information sessions and enquiries; Small Business Week; Business Management Award; trade show exhibit.

BDB/MTS-065
Management Training
Description: Information on audio-visual aids, courses, federal-provincial conferences and relations, joint seminars with other organizations, seminars, management clinics, TV studio, Small Business Institute program, training of trainers, management training workshops, research and development and graphic design. *Topics:* Audio-visual aids pertaining to joint seminars; management clinics; workshops; owner-manager courses and advertising; owner-manager course development and curriculum; FBDB provincial conferences; joint seminars with other associations or organizations; seminar development; management clinics; TV studio budgets, contracts, equipment purchases and rentals, production schedules; graphics department.

BDB/FLS-901
Administration
Description: See Standard Classes of Records.

BDB/FLS-902
Acts and Legislation
Description: See Standard Classes of Records.

BDB/FLS-903
Administrative and Management Services
Description: See Standard Classes of Records.

BDB/FLS-904
Co-operation and Liaison
Description: See Standard Classes of Records.

BDB/FLS-905
Buildings and Properties
Description: See Standard Classes of Records.

BDB/FLS-906
Buildings
Description: See Standard Classes of Records.

BDB/FLS-907
Lands
Description: See Standard Classes of Records.

BDB/FLS-908
Utilities
Description: See Standard Classes of Records.

BDB/FLS-909
Equipment and Supplies
Description: See Standard Classes of Records.

BDB/FLS-910
Furniture and Furnishings
Description: See Standard Classes of Records.

BDB/FLS-911
Office Appliances
Description: See Standard Classes of Records.

BDB/FLS-912
Procurement
Description: See Standard Classes of Records.

BDB/FLS-913
Vehicles
Description: See Standard Classes of Records.

BDB/FLS-914
Finance
Description: See Standard Classes of Records.

BDB/FLS-915
Accounts and Accounting
Description: See Standard Classes of Records.

BDB/FLS-916
Audits
Description: See Standard Classes of Records.

BDB/FLS-917
Budgets
Description: See Standard Classes of Records.

FEDERAL BUSINESS DEVELOPMENT BANK

FEDERAL BUSINESS DEVELOPMENT BANK
(BDB)

FINANCIAL SERVICES
(FLS)

005 Reports
010 Policy
015 Other Sources of Financing
020 Loans, Guarantees and Other Types of Financing
025 Loan Accounting and Processing System (LAPS)
030 Accounts History File
035 Dead Loan File
040 Support Groups
045 Investments and Venture Capital
901 Administration
902 Acts and Legislation
903 Administrative and Management Services
904 Co-operation and Liaison
905 Buildings and Properties
906 Buildings
907 Lands
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicles
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets

MANAGEMENT SERVICES
(MTS)

050 Management Services
055 Management Counselling
060 Information Services
065 Management Training

ACCESS TO INFORMATION
CO-ORDINATOR
FEDERAL BUSINESS DEVELOPMENT
BANK
P.O. BOX 335
STOCK EXCHANGE TOWER STATION
MONTREAL, QUEBEC
H4Z 1L4

Chapter 47

FISHERIES AND OCEANS

A. GENERAL INFORMATION

Historical Background

The Department of Fisheries and Oceans was created in April 1979 by the *Department of Fisheries and Oceans Act*. The *Fisheries Act* was enacted in 1867 in accordance with the responsibility for "sea-coast and inland fisheries" placed on the federal government by section 91(12) of the *Constitution Act*, 1867.

Responsibilities

The Department of Fisheries and Oceans is responsible for a wide range of fisheries activities, including fisheries management and research in coastal and inland waters, fisheries economic development, international fisheries negotiations, oceanographic research, hydrographic surveying and charting, and the development and administration of fishing and recreational harbours.

Legislation

- Atlantic Fisheries Restructuring Act
- Coastal Fisheries Protection Act
- Department of Fisheries and Oceans Act
- Fisheries Act
- Fisheries Development Act
- Fisheries Improvement Loans Act
- Fisheries Prices Support Act
- Fisheries and Oceans Research Advisory Council Act
- Fish Inspection Act
- Fishing and Recreational Harbours Act
- Freshwater Fish Marketing Act
- Great Lakes Fisheries Convention Act
- Northern Pacific Halibut Fishery Convention Act
- North Pacific Fisheries Convention Act
- Northwest Atlantic Fisheries Convention Act
- Pacific Fur Seals Convention Act
- Saltfish Act
- Territorial Sea and Fishing Zones Act

Organizational Units and their Role

Science

The Science Sector includes an extensive range of programs which contribute to the management and development of renewable and non-renewable ocean resources, and to the understanding of ecological processes within the aquatic and marine environment. It also includes precautions and remedies required to restore and protect that environment and the resources associated with it.

The **Fisheries and Biological Sciences Directorate** provides a scientific basis for the management and development of Canada's fisheries and biological resources. Research programs are focused on resource assessment, aquaculture and resource development, and biological oceanography.

The **Physical and Chemical Sciences Directorate** is responsible for the study of physical properties, processes and phenomena in marine waters, and the study of the flux, distribution and behaviour of organic and inorganic materials on fish and on the pathways of pollutants throughout the ecosystem. Technology development is carried out not only in support of the research activities but also for transfer to Canada's ocean industry. In addition to physical and chemical oceanographic research, activities include the operation of a Marine Environmental Data Service which collects and distributes oceanographic and wave climate information, tide and water level measurements and related data.

The **Canadian Hydrographic Service** is mandated to carry out all necessary hydrographic surveys and to publish, maintain and distribute the navigational charts, sailing directions and tide tables needed to permit safe and efficient navigation in all Canadian navigable waters.

Atlantic Fisheries

The Sector is responsible for the planning, direction and co-ordination of field operations relating to fisheries management in Newfoundland, Nova Scotia, New Brunswick, Prince Edward Island and Quebec. The Sector is also responsible for the development and implementation of commercial and recreational fisheries policies and programs in those areas. The work involves resource allocation, implementation of development programs, fulfilment of foreign arrangements, and the conservation, protection and enhancement of fishery resources and fish habitat on the Atlantic coast.

The **Atlantic Operations Directorate** is responsible for providing advice and support to the assistant deputy minister (Atlantic Fisheries) on issues related to fisheries management in the various regions of the Atlantic coast. This involves co-ordinating policies and programs on a national basis and working with the regions towards the surveillance and management of the 200-mile exclusive fisheries zones. Specifically, these programs include the design and administration of a licensing system, resource allocation, including yearly fishing plans, and the co-ordination of enforcement activities. The Directorate also works towards quality improvement and the provision of assistance to fishermen and processors in the development of new methods of harvesting and processing.

The **Atlantic Fisheries Licence Appeal Board** was established to hear appeals from fishermen dissatisfied with departmental licensing decisions. The Board also considers general problems on licensing policy, and makes recommendations to the Minister and the Atlantic Regional Council, an advisory body to the Minister of Fisheries and Oceans.

Pacific and Freshwater Fisheries

The Sector is responsible for the planning, direction and co-ordination of field operations related to the marine and anadromous fisheries in British Columbia and all fisheries in the Yukon and Northwest Territories. Work in these areas includes resource allocation, implementation of development programs and fulfilment of foreign arrangements. In Ontario, Manitoba, Saskatchewan and Alberta, the federal government supports a strong research program, carries out inspection of fish and fish products and enforces federal fisheries regulations. The provinces are responsible for all other aspects of fisheries management, although the federal government develops and implements commercial fisheries policy for the short- and medium-term in these areas. The Sector also has national responsibility for fish habitat (including enhancement activities).

The **Fisheries Operations Directorate** is responsible for providing advice and support to the assistant deputy minister (Pacific and Freshwater Fisheries) on issues related to fisheries management in the various regions of western Canada. This involves co-ordinating and working with the regions for the surveillance of the 200-mile exclusive fisheries zones, conservation programs, fish and fishery products upgrading, and assistance to fishermen and processors in the development of improved and new methods of harvesting and processing.

The **Fish Habitat Management Branch** provides advice on fish habitat management issues in all regions of Canada. This involves the preparation of national policy quidance on habitat affairs and the co-ordination of work with the regions. Related activities include habitat protection, conservation, compliance with legislation, restoration and development. The Branch also advises on research in support of departmental protection of fish and fish habitat.

The **Arctic and Inland Fisheries Branch** provides the focus for all departmental policy and program co-ordination and delivery in the Arctic and Inland Fisheries sector of the Department. These programs include marine mammal stock assessment and surveys, inland fisheries management, monitoring of fish habitat disruption, and conservation and protection of fishery and marine mammal resources in the Northwest Territories.

Policy and Program Planning

The Sector is responsible for strategic policy and planning, economic and commercial analysis and communications.

The **Strategic Policy and Planning Directorate** includes corporate policy development and co-ordination, strategic planning, federal/provincial relations and Native fisheries policy.

The **Economic and Commercial Analysis Directorate** encompasses analysis in support of policy development, market analysis and intelligence, and the administration of the Fishing Vessel Insurance Program and the *Fisheries Improvement Loans Act*. It also provides policy analysis and advice with respect to the Fisheries Prices Support Board, the Canadian Saltfish Corporation and the Freshwater Fisheries Marketing Corporation. It is also responsible for policy development regarding oceans and recreational fisheries.

The **Communications Directorate** is responsible for the Department's corporate communications activities. It develops communications strategies and supports the initiatives of all sectors as well as scientific publications.

International Directorate

The Directorate encompasses the conduct of international relations to advance Canada's fisheries conservation and trade interests in co-operation with the Department of External Affairs and other government departments. This includes the negotiation and administration of international treaties and agreements affecting bilateral and multilateral fisheries relations with other countries, as well as the formulation and representation of fisheries trade positions. The International Directorate focuses on three main subject areas: Atlantic fisheries, Pacific fisheries and trade policy. The Directorate is accountable for policies, strategies and programs aimed at advancing, developing and protecting Canada's fisheries conservation and trade interests through international fisheries relations and the settlement of maritime boundary disputes with countries bordering on or near the Atlantic and Pacific Oceans. These endeavours include lowering tariffs and removing non-tariff barriers, expanding access to foreign markets and providing advice to the Trade Negotiations Office in current Canada/U.S. talks.

The Department participates in nine multilateral fisheries commissions involved in scientific and conservation activities. Financial contributions to these organizations are non-discretionary obligations on behalf of Canada pursuant to various treaties.

Corporate and Regulatory Programs

The Sector is responsible for corporate financial and administrative services and human resource planning, for directing the acquisition and management of capital assets, for developing the Department's national regulations and enforcement activities, and for developing and implementing policies, regulations and programs to ensure that fish and fish products meet appropriate inspection standards.

The **Inspection Directorate** is responsible for providing assurance that fish and fish products in export, import and interprovincial trade do not present a health hazard, are of acceptable quality and are not fraudulently marketed. The program also provides the focus for departmental involvement in quality improvement initiatives, such as dockside and final product grading, designed to improve the consistency of fish quality, reduce wastage of the fishery resource and improve processing yields. It is a comprehensive program carried out nationally in all regions of the Department for inspection of fish and fish products, fish processing establishments, and vessels and facilities used in handling and tranporting fish.

The **Regulations and Enforcement Directorate** is responsible for developing and promulgating the Department's national regulations and directing the Department's enforcement activities.

The **Capital Assets Directorate** includes the management of the capital asset inventory of the Department, which consists of small craft harbours and all other departmental assets such as special-purpose buildings and other facilities, vessels and a wide range of equipment.

The **Finance and Planning Directorate** provides financial and planning advice and services to the departmental executive, program managers and regional finance officers.

The **Informatics and Administration Directorate** provides corporate leadership in the development and implementation of national information and administrative systems. The Directorate's major objective is to ensure that the Department is provided with well-designed, efficient and cost-effective systems to meet operational, research, administrative and management information needs.

The **Internal Audit Directorate** advises on the efficiency, economy and effectiveness of internal management policies, practices and controls, and identifies areas where improvements are needed.

The **Program Evaluation Directorate** is responsible for undertaking specific evaluation studies and making recommendations for the discontinuation, modification or confirmation of policies and programs.

Manuals

- Standard Procedures for Bacteriological Analysis
- Cartographic Standing Orders

- Chemical Methods
- Departmental Fleet Instructions and Guidelines
- Fish Health Protection Regulations — Manual of Compliance
- Fish Products Policies and Procedures Inspection Manual
- Fisheries Officers Enforcement Policy Manual
- Fisheries Officers Training Manuals
- Fishery Officers Field Enforcement Manual
- Fishery Officer's Guide for Fish Habitat Management and Protection
- Fishing and Recreational Harbours Administrative Instructions
- Fishing Vessel Insurance Plan Operations Manual
- Foreign Observer Program Operations Manual
- Guide for Diving Safety
- Harbour Managers Manual
- Hydrographic Tidal Manual
- Laboratory Manual for Chemistry
- Laboratory Safety
- Lake Classification Inspection Procedures Manual — Western Region
- Metal Container Defect Identification and Classification Manual
- Observer Program Training Manual — Newfoundland Region
- Observer Training and Operations Manual
- Observers' Field Manual Domestic/Foreign Fishing Vessels
- Occupational Health and Safety Manual — Western Region
- Officers' Manual for Interpretation and Enforcement of the Fisheries Acts and Regulations
- Pacific General Ships' Orders
- Pisces IV Manual
- Pisces IV Standard Operations Procedures
- Plant Inspection Procedures Manual — Western Region
- Quality Improvement Program Procedural Manual
- Survey Standing Orders
- Users Guide — Marine Environmental Data Service

Additional Information

Requests for further information about the Department and its functions may be directed to:

Head Office

Communications Directorate
Department of Fisheries and Oceans
Ottawa, Ontario
K1A 0E6
(613) 993-0999

Regional Offices

Gulf Region
Fisheries and Oceans
234 Halifax Street (Warehouse)
P.O. Box 5030
Moncton, New Brunswick
E1C 9B6
(506) 857-6227

Newfoundland Region
Fisheries and Oceans
Building 302
Pleasantville Park
St. John's, Newfoundland
A1C 5X1
(709) 772-4417

Pacific Region
Fisheries and Oceans
1090 West Pender Street
Vancouver, British Columbia
V6E 2P1
(604) 666-6098

Quebec Region
Fisheries and Oceans
P.O. Box 15EC500
Quebec, Quebec
G1K 7Y7
(418) 648-4014

Scotia-Fundy Region
Fisheries and Oceans
P.O. Box 550
Halifax, Nova Scotia
B3J 2S7
(902) 426-2581

Central and Arctic Region
Fisheries and Oceans
501 University Crescent
Winnipeg, Manitoba
R3T 2N6
(204) 949-5117

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Department of Fisheries and Oceans
200 Kent Street
Ottawa, Ontario
K1A 0E6
(613) 993-2926

Formal requests may also be sent to the Access Co-ordinator through the appropriate departmental regional library (see list below).

Reading Room

The libraries of the Department are the main repository for publications, reports and studies pertinent to the management of the fisheries and oceans of Canada. They are information resource centres where access forms are available and assistance can be obtained to ascertain if the information requested is already available in the public domain and does not require formal access procedures.

The Department's libraries have been designated under section 71 of the *Access to Information Act* as reading rooms where the public may inspect manuals used by employees of the institution in administering or carrying out programs or activities that affect the public. The addresses of departmental regional libraries are:

FISHERIES AND OCEANS

Western Region

Institute of Ocean Sciences Library
9860 Saanich Road West
P.O. Box 6000
Sidney, British Columbia
V8L 4B2

Pacific Biological Station Library
Hammond Bay Road
Nanaimo, British Columbia
V9R 5K6

West Vancouver Laboratory Library
Department of Fisheries and Oceans
4160 Marine Drive
West Vancouver, British Columbia
V7V 1N6

Fisheries Management Regional Library
Department of Fisheries and Oceans
1090 West Pender Street
Vancouver, British Columbia
V6E 2P1

Freshwater Institute Library
501 University Crescent
Winnipeg, Manitoba
R3T 2N6

Atlantic Region

Biological Station Library
Department of Fisheries and Oceans
St. Andrews, New Brunswick
E0G 2X0

Atlantic Fisheries, Gulf Region Library
Department of Fisheries and Oceans
P.O. Box 5030
Moncton, New Brunswick
E1C 9B6

Regional Library

Northwest Atlantic Fisheries Centre
Department of Fisheries and Oceans
P.O. Box 5667
St. John's, Newfoundland
A1C 5X1

Scotia-Fundy Regional Library
1649 Hollis Street
P.O. Box 550
Halifax, Nova Scotia
B3J 2S7

Bedford Institute of Oceanography Library
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2

Central Region

Library Services
Department of Fisheries and Oceans
200 Kent Street
Ottawa, Ontario
K1A 0E6

Library
Maurice Lamontagne Institute
Department of Fisheries and Oceans
850 route de la Mer
P.O. Box 1000
Mont-Joli, Quebec
G5H 3Z4

Arctic Biological Station Library
Department of Fisheries and Oceans
555 St. Pierre Street
Ste-Anne-de-Bellevue, Quebec
H9X 3R4

Classes of Records

DFO/SCI-010
Fisheries and Biological Sciences
Description: Acquisition of the knowledge base and provision of scientific advice relative to the management and development of fisheries and biological sciences. *Topics:* Resource assessment; aquaculture and resource development; habitat assessment and development; and the many scientific disciplines included in research related to the above topics.

DFO/AFS-015
Atlantic Operations
Description: Management, conservation and protection of the fisheries, including their habitat resource rehabilitation and inspection, provision of services and developmental programs to the fishing industry. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation; gear and vessel development; licensing; inspection. *Retrievability:* Records are arranged numerically by subject. *Storage Media:* Records in paper, microfiche and EDP format.

DFO/AFS-018
Atlantic Fisheries Licence Appeal Board
Description: Information on Atlantic fisheries licences. *Topics:* Appeals from fishermen dissatisfied with departmental licensing decisions; licensing policy; recommendations to the Minister and the Atlantic Regional Council.

DFO/PFF-025
Fish Habitat Management
Description: Information on the enforcement of regulations under the *Fisheries Act* and activities related to habitat management, protection enforcement, restoration and development. *Topics:* Habitat protection and operations; habitat planning; habitat restoration and development; resource rehabilitation and enhancement.

FISHERIES AND OCEANS

DFO/PFF-030
Fisheries Operations
Description: Management conservation and protection of the fisheries, including habitat resource rehabilitation and inspection. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation and regulations development; licensing; inspection; native affairs — food fisheries; land claims and agreements; employment; band by-laws.

DFO/PFF-033
Arctic and Inland Fisheries
Description: Information on policy and program co-ordination and delivery in the Arctic and Inland Fisheries sector of the Department. *Topics:* Marine mammal stock assessment and surveys; inland fisheries management; fish habitat disruption; conservation of fishery and marine mammal resources in the Northwest Territories.

DFO/PPP-040
Strategic Policy and Planning
Description: Information on departmental and government-wide priorities, directions and initiatives; information on native policies, programs and issues. *Topics:* Departmental priorities and strategies; native issues and programs; land claims.

DFO/PPP-045
Economic and Commercial Analysis
Description: Information on policies, programs and activities in the areas of socio-economic research and analysis. *Topics:* Socio-economic research and policy; statistics; bank of information relating to Survey of Atlantic Fisheries, 1984.

DFO/CRP-050
Program Evaluation
Description: Information relating to program evaluation policies, mandate, objectives, and guidelines. It also covers individual program evaluations conducted by the Branch. *Topics:* Subjects covered include departmental programs which have been reviewed. A five-year program evaluation plan is prepared and updated regularly. Some surveys of clients of federal fisheries and ocean science programs have been conducted and are included as banks of information. *Storage Media:* Computer and paper files.

DFO/PPP-055
Federal-Provincial Relations
Description: Information on federal-provincial-territorial consultations and deliberations and on strategies and negotiations adopted by the Department relating to the conduct of federal-provincial-territorial affairs. *Topics:* Economic and regional development agreements; frameworks for federal-provincial consultation and liaison; federal-provincial-territorial economic and constitutional issues.

DFO/INT-065
International Relations
Description: Development and implementation of policy and provision of expertise on matters involving international fisheries and fisheries trade relations. *Topics:* International relations; international trade and development. *Retrievability:* Files arranged numerically by subject. *Storage Media:* Micrographics and EDP format.

DFO/CRP-070
Fish Inspection
Description: Inspection of fish products in export, import and interprovincial trade for safety, quality, and fairness of marketing. *Topics:* Product inspection and certification for export; monitoring of industry processing and grading practices; inspection of fish harvesting, handling, transportation, storage and processing facilities; introduction of quality improvement initiatives; development and testing of grade standards; development and enforcement of regulations. *Retrievability:* Records are arranged numerically by subject. *Storage Media:* Records in paper, micrographics and EDP format.

DFO/SCI-075
Physical and Chemical Sciences
Description: Studies which support the management of renewable and non-renewable marine resources. *Topics:* Physical oceanography; chemical oceanography; marine ecology; freshwater ecology; ocean dumping; university subventions; ocean engineering and technology transfer. *Storage Media:* EDP format and data files.

DFO/SCI-080
Hydrographic Service
Description: Bathymetric data, navigational charts and other information on Canada's navigable waters and geophysical-hydrographic surveys. *Topics:* Navigation charts — surveys, production; tides, currents and water levels; sailing directions; ocean mapping; navigation. *Storage Media:* Micrographics and EDP format.

DFO/CRP-115
Regulations and Enforcement
Description: Regulations and Enforcement Directorate records. *Topics:* Fisheries management regulations; enforcement activities.

DFO/CRP-120
Capital Assets
Description: Information on the design, construction, purchase and operation of the departmental fleet, and on the development, construction and operations of small craft harbours, and other capital assets. *Topics:* Ship acquisition; berthing and wharfage; certificates; licences and acceptance papers; navigation; repairs; refit; harbour management and property administration; commercial fishing harbours; recreational harbours. *Storage Media:* Paper, micrographics, and EDP format.

DFO/CRP-125
Finance and Planning
Description: Finance and Planning Directorate records. *Topics:* Financial advice and services; planning services.

DFO/CRP-130
Informatics and Administration
Description: Informatics and Administration Directorate records. *Topics:* Development and implementation of national information and administrative systems to meet operational, research, administrative and management information needs.

DFO/CRP-135
Internal Audit
Description: Internal Audit Directorate records. *Topics:* Advice on the efficiency, economy and effectiveness of internal management policies, practices and controls; improvements required.

Deleted Classes of Records

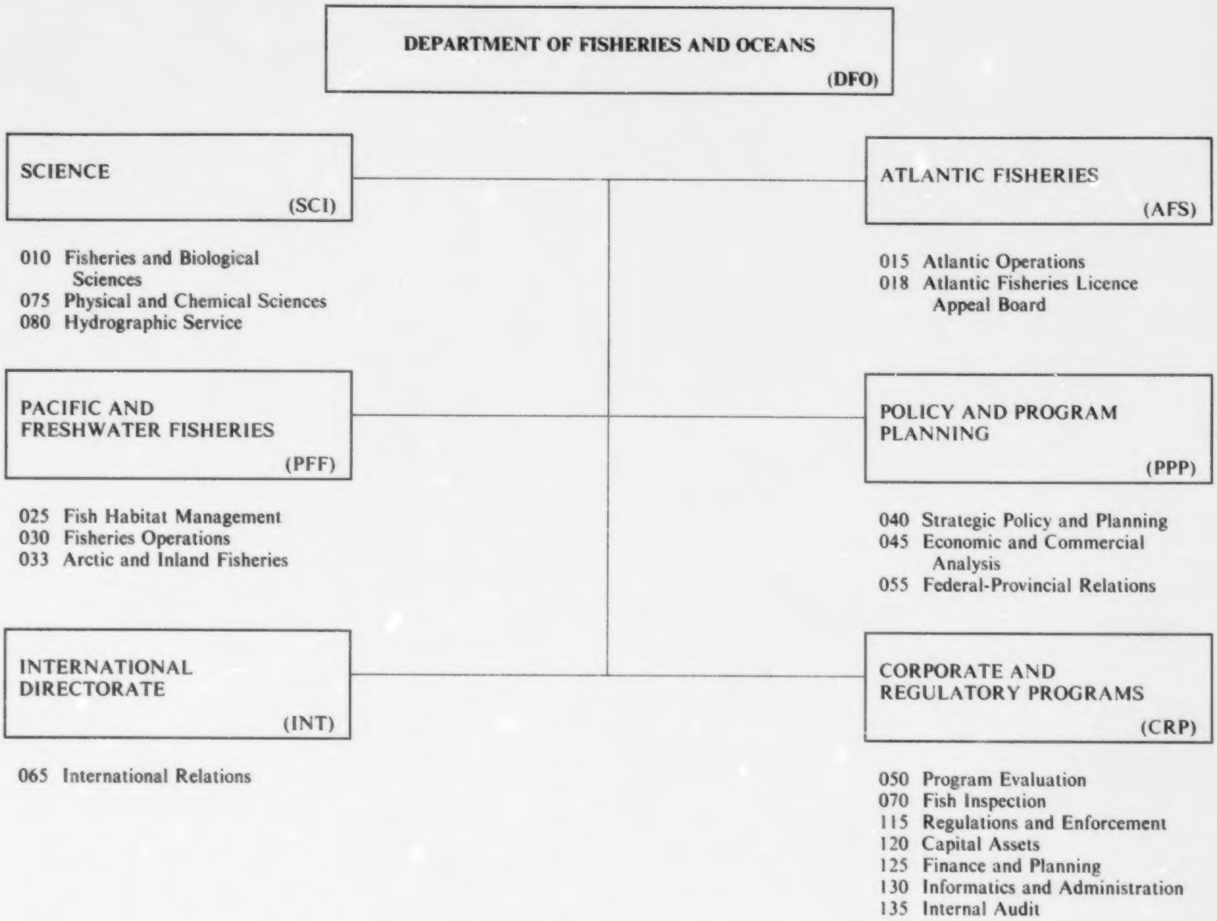
The following class of records can be found in the new chapter for the Canadian Saltfish Corporation:

DFO/CSC-200 Fishermen's Assistance Programs

The following class of records can be found in the new chapter for the Freshwater Fish Marketing Corporation:

DFO/FFM-300 Fishing Statistics

FISHERIES AND OCEANS



DEPARTMENT OF FISHERIES AND OCEANS (DFO)

SCIENCE (SCI)

010 Fisheries and Biological Sciences
075 Physical and Chemical Sciences
080 Hydrographic Service

ATLANTIC FISHERIES (AFS)

015 Atlantic Operations
018 Atlantic Fisheries Licence Appeal Board

PACIFIC AND FRESHWATER FISHERIES (PFF)

025 Fish Habitat Management
030 Fisheries Operations
033 Arctic and Inland Fisheries

POLICY AND PROGRAM PLANNING (PPP)

040 Strategic Policy and Planning
045 Economic and Commercial Analysis
055 Federal-Provincial Relations

INTERNATIONAL DIRECTORATE (INT)

065 International Relations

CORPORATE AND REGULATORY PROGRAMS (CRP)

050 Program Evaluation
070 Fish Inspection
115 Regulations and Enforcement
120 Capital Assets
125 Finance and Planning
130 Informatics and Administration
135 Internal Audit

ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF FISHERIES
AND OCEANS
200 KENT STREET
OTTAWA, ONTARIO
K1A 0E6

Chapter 48

FRESHWATER FISH MARKETING CORPORATION

A. GENERAL INFORMATION

Historical Background

The *Freshwater Fish Marketing Act*, 1969, gives the Corporation a monopoly on the interprovincial and export trade in designated products of the freshwater fisheries supplied from the Northwest Territories, the Prairies and part of northern Ontario. The Corporation is listed in Schedule C, Part I of the *Financial Administration Act*.

Responsibilities

The objective of the Corporation is to unify the trade in freshwater fishery products in response to economic distress among primary producers caused by fragmentation of assembling, processing and exporting operations. Some 20 companies had previously been involved, as compared with three major importers in the U.S., where 90 per cent of the production was sold. The Corporation has responsibility for the orderly marketing of fish, the promotion of interprovincial and export trade, and an increase in returns to fishermen. To accomplish this, it has powers to purchase, process, store and ship fishery products, employ agents, enter into agreements, and borrow, lend and invest money.

Legislation

- Freshwater Fish Marketing Act (1969)

Organizational Units and their Role

The board of directors consists of 11 members: the chairman, the president of the Corporation, one member from each participating province and four members appointed by the federal government. There is also an advisory committee composed of 15 fishermen.

The Corporation has a main plant at Transcona, Manitoba and processing plants at Hay River, Northwest Territories, The Pas, Manitoba, Edmonton, Alberta and La Ronge, Saskatchewan.

Additional Information

Requests for further information about the Corporation may be directed to:

Freshwater Fish Marketing Corporation
1199 Plessis Road
Winnipeg, Manitoba
R2C 3L4
(204) 983-6600

B. CLASSES OF RECORDS

Access Procedures

A formal request under the Access to Information Act **should be made by completing an Access to Information Request and forwarding it to:**

The President
Freshwater Fish Marketing Corporation
1199 Plessis Road
Winnipeg, Manitoba
R2C 3L4
(204) 983-6600

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: 1199 Plessis Road, Winnipeg, Manitoba.

Classes of Records

FWF/FWF-005 *Formerly identified as:* DFO/FFM-300
Fishing Statistics
Description: Case files on fish species; fish grade; catch value (weight).

FWF/FWF-901
Administration (New)
Description: See Standard Classes of Records.

FWF/FWF-902
Acts and Legislation (New)
Description: See Standard Classes of Records.

FWF/FWF-903
Administration and Management Services (New)
Description: See Standard Classes of Records.

FWF/FWF-904
Co-operation and Liaison (New)
Description: See Standard Classes of Records.

FWF/FWF-905
Buildings and Properties (New)
Description: See Standard Classes of Records.

FWF/FWF-906
Buildings (New)
Description: See Standard Classes of Records.

FRESHWATER FISH MARKETING CORPORATION

FWF/FWF-907
Lands (New)
Description: See Standard Classes of Records.

FWF/FWF-908
Utilities (New)
Description: See Standard Classes of Records.

FWF/FWF-909
Equipment and Supplies (New)
Description: See Standard Classes of Records.

FWF/FWF-910
Furniture and Furnishings (New)
Description: See Standard Classes of Records.

FWF/FWF-911
Office Appliances (New)
Description: See Standard Classes of Records.

FWF/FWF-912
Procurement (New)
Description: See Standard Classes of Records.

FWF/FWF-913
Vehicles (New)
Description: See Standard Classes of Records.

FWF/FWF-914
Finance (New)
Description: See Standard Classes of Records.

FWF/FWF-915
Accounts and Accounting (New)
Description: See Standard Classes of Records.

FWF/FWF-916
Audits (New)
Description: See Standard Classes of Records.

FWF/FWF-917
Budgets (New)
Description: See Standard Classes of Records.

FWF/FWF-918
Personnel (New)
Description: See Standard Classes of Records.

FWF/FWF-919
Classification of Positions (New)
Description: See Standard Classes of Records.

FWF/FWF-920
Employment and Staffing (New)
Description: See Standard Classes of Records.

FWF/FWF-921
Human Resources (New)
Description: See Standard Classes of Records.

FWF/FWF-922
Occupational Health, Safety and Welfare (New)
Description: See Standard Classes of Records.

FWF/FWF-923
Official Languages (New)
Description: See Standard Classes of Records.

FWF/FWF-924
Pensions and Insurance (New)
Description: See Standard Classes of Records.

FWF/FWF-925
Salaries and Wages (New)
Description: See Standard Classes of Records.

FWF/FWF-926
Staff Relations (New)
Description: See Standard Classes of Records.

FWF/FWF-927
Training and Development (New)
Description: See Standard Classes of Records.

FRESHWATER FISH MARKETING CORPORATION

FRESHWATER FISH MARKETING CORPORATION

(FWF)

- 005 Fishing Statistics
- 901 Administration
- 902 Acts and Legislation
- 903 Administration and Management Services
- 904 Co-operation and Liaison
- 905 Buildings and Properties
- 906 Buildings
- 907 Lands
- 908 Utilities
- 909 Equipment and Supplies
- 910 Furniture and Furnishings
- 911 Office Appliances
- 912 Procurement
- 913 Vehicles
- 914 Finance
- 915 Accounts and Accounting
- 916 Audits
- 917 Budgets
- 918 Personnel
- 919 Classification of Positions
- 920 Employment and Staffing
- 921 Human Resources
- 922 Occupational Health, Safety and Welfare
- 923 Official Languages
- 924 Pensions and Insurance
- 925 Salaries and Wages
- 926 Staff Relations
- 927 Training and Development

ACCESS TO INFORMATION
CO-ORDINATOR
FRESHWATER FISH
MARKETING CORPORATION
1199 PLESSIS ROAD
WINNIPEG, MANITOBA
R2C 3L4

Chapter 49

GREAT LAKES PILOTAGE AUTHORITY CANADA

A. GENERAL INFORMATION

Historical Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor in Council and proclaimed on February 1,1972. The Act created four pilotage regions with specific authorities — Atlantic, Laurentian, Great Lakes and Pacific.

The Great Lakes Pilotage Authority, Limited was incorporated by Letters Patent on May 17, 1972 as a subsidiary of the St. Lawrence Seaway Authority and as a Schedule C Part 1 Crown corporation within the meaning and purpose of the *Financial Administration Act*.

Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries — all waters in the province of Québec south of the northern entrance to the St. Lambert Lock and all Canadian waters in and around the provinces of Ontario and Manitoba. Pilotage in international waters within these boundaries is shared with U.S.A. Pilot Corporations which are under direction of the United States Coast Guard, as agreed under a *Memorandum of Arrangements* between Canada and the United States. The Authority prescribes tariffs of pilotage charges that are fair, reasonable and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

Legislation

- Authority By-Laws
- Canada Shipping Act
- General Pilotage Regulations
- Great Lakes Pilotage Regulations
- Memorandum of Arrangements between the Minister of Transport, Canada and the Secretary of Transportation, U.S.A.
- Pilotage Act

Organizational Units and their Role

The Great Lakes Pilotage Authority, Limited consists of a chairman, vice-chairman and five members appointed by the Governor in Council. The Authority's head office is located in Cornwall, Ontario. The Eastern District operations office is located at headquarters and the Western District operations office in St. Catharines, Ontario. All management, administrative, personnel, financial contracts and purchasing services are provided by the Cornwall office. The Authority is a Crown corporation, responsible to Parliament through the Minister of Transport.

Administration Branch

This branch provides administrative and financial services as required to operate within accepted corporate business procedures.

Operations Branch

This branch provides pilotage service by assignment, and dispatches qualified pilots to ships navigating within the boundaries of the Great Lakes Pilotage Authority, Limited.

Manuals

(Administration)
- Accounting Procedures
- Administrative Directives
- Pilotage Tariffs

(Operations)
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Service Contracts
- Working Rules

Additional Information

Requests for further information about the Authority and its functions may be directed to:

Great Lakes Pilotage Authority, Limited
132 Second Street East, 4th Floor
P.O. Box 95
Cornwall, Ontario
K6H 5R9
(613) 933-2995

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Great Lakes Pilotage Authority, Limited
4th Floor, 132 Second Street East
P.O. Box 95
Cornwall, Ontario
K6H 5R9
(613) 933-2995

GREAT LAKES PILOTAGE AUTHORITY CANADA

Reading Room

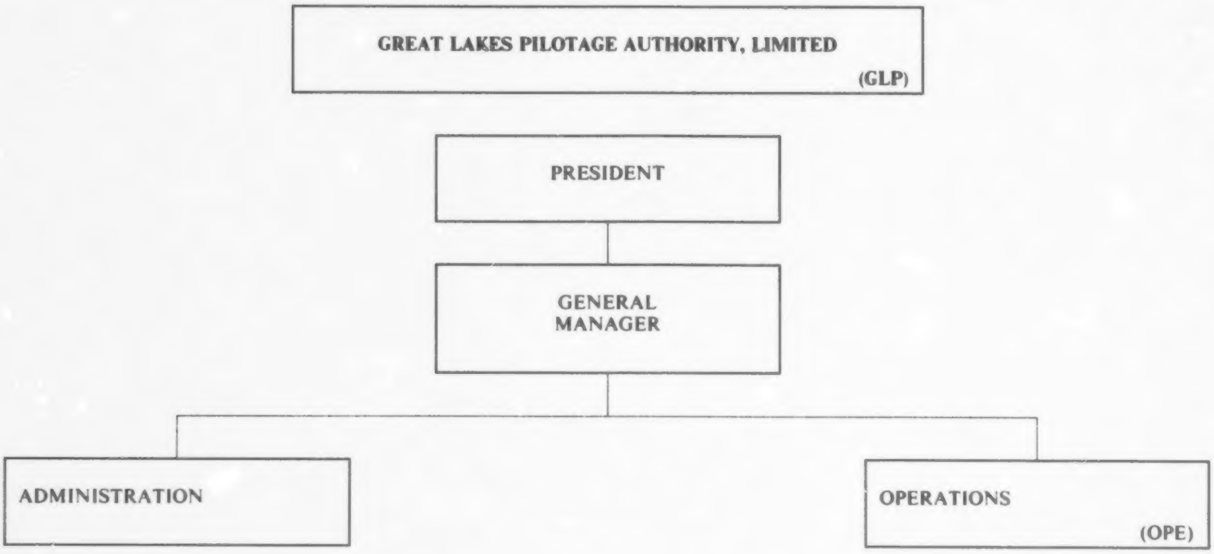
In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: 132 Second Street East, 4th Floor, Cornwall, Ontario.

Classes of Records

GLP/OPE-005
Pilotage Services
Description: Information on provision of pilotage services within the Great Lakes region. *Topics:* Dispatching records; pilotage licences; tariff charges; assignments of pilots to vessels; collective agreements; international shipping affairs.

GLP/OPE-010
Tariffs
Description: Information on setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

GREAT LAKES PILOTAGE AUTHORITY CANADA



005 Pilotage Services
010 Tariffs

ACCESS TO INFORMATION
CO-ORDINATOR
GREAT LAKES PILOTAGE
AUTHORITY, LIMITED
4th FLOOR
132 SECOND STREET EAST
P.O. BOX 95
CORNWALL, ONTARIO
K6H 5R9

Chapter 50

HEALTH AND WELFARE CANADA

A. GENERAL INFORMATION

Historical Background

The Department of National Health and Welfare was established in 1944 by the *Department of National Health and Welfare Act*.

Responsibilities

The Department was created for the purpose of promoting and preserving the health, social security and social welfare of the people of Canada over which Parliament has jurisdiction. Since then, advances in the fields of health, social security and social welfare have led to the introduction of a number of new and extensive programs. The Department's mandate also includes the Fitness and Amateur Sport Program and the participation of the Government of Canada in the 1988 Winter Olympics, which were transferred to the Minister of National Health and Welfare in October 1982.

Departmental welfare programs are designed to maintain and improve the income security and the social well-being of Canadians. Fitness and Amateur Sport programs are designed to promote, encourage and develop fitness and amateur sport in Canada.

Legislation

(Deputy Minister)
- Department of National Health and Welfare Act

(Health Protection Branch)
- Atomic Energy Act and Regulations
- Environmental Contaminants Act
- Food and Drugs Act and Regulations
- Hazardous Products Act
- Narcotic Control Act and Regulations
- Occupational Safety and Health Regulations

(Medical Services Branch)
- Aeronautics Act
- Immigration Act and Regulations
- Indian Health Regulations
- Order-in-Council 1302, Emergency Services
- Potable Water Regulations for Common Carriers
- Public Works Health Act
- Quarantine Act and Regulations

(Health Services and Promotion Branch)
- Excise Tax Act
- Federal-Provincial Fiscal Arrangements and Established Programs
- Health Resources Fund Act
- Hospital Insurance and Diagnostic Services Act
- Medical Care Act

(Income Security Programs Branch)
- Canada Pension Plan
- Family Allowances Act
- Old Age Security Act

(Social Services Programs Branch)
- Alcohol and Drug Treatment and Rehabilitation Agreements
- Blind Persons Act
- Canada Assistance Plan
- Disabled Persons Act
- Divorce Act of Canada (1986)
- Excise Tax Act (section 45)
- Federal-Provincial Fiscal Arrangements and Established Programs Financing (EPF) Act, 1977 and Regulations
- Indian Welfare Agreement
- National Welfare Grants
- New Horizons Program
- Nursing Home Care Benefits Regulations
- Unemployment Assistance Act
- Vocational Rehabilitation of Disabled Persons Act
- Young Offenders Agreements

(Fitness and Amateur Sports Branch)
- Fitness and Amateur Sports Act

Organizational Units and their Role

NATIONAL COUNCIL OF WELFARE

The National Council of Welfare was established by the *Government Organization Act*, 1969 as a citizens' advisory body to the Minister of National Health and Welfare. Its mandate is to advise the Minister on matters pertaining to welfare.

The Council consists of 21 members drawn from across Canada and appointed by the Governor in Council. All are private citizens and serve in their personal capacities rather than as representatives of organizations or agencies.

The publications of the Council are available in English and French. For copies, please write to the National Council of Welfare, Brooke Claxton Building, Tunney's Pasture, Ottawa, Ontario, K1A 0K9.

NATIONAL ADVISORY COUNCIL ON AGING

The 18-member National Advisory Council on Aging is a citizens' advisory body charged with counselling the Minister of National Health and Welfare on matters relating to the quality of life of Canada's aging population. In addition to advising on programs and policies, the Council reviews the needs and problems of older people and recommends remedial action, consults with institutions and groups involved in aging or representing the aged, publishes reports, helps in information dissemination, and stimulates public discussion on aging.

The publications of the Council can be obtained free of charge in both official languages by writing to the National Advisory Council on Aging, 3rd Floor, Brooke Claxton Building, Tunney's Pasture, Ottawa, Ontario, K1A 0K9.

PRINCIPAL NURSING OFFICER

The principal nursing officer advises the Deputy Minister on all matters related to nursing in the Department, as well as nationally and internationally.

SENIOR ADVISOR, STATUS OF WOMEN

The Senior Advisor, Status of Women, co-ordinates, monitors and advises on departmental policies and programs as they relate to women.

CORPORATE MANAGEMENT BRANCH

Departmental Planning and Financial Administration Directorate

The Directorate is responsible for: ensuring that policies and systems of planning and financial administration are established, maintained and operated, including systems for operational planning, acquisition and control of resources; exercising financial and budgetary controls and co-ordinating departmental operations; and advising senior departmental management on operational planning and financial management matters.

Facilities Planning and Management Directorate

The Facilities Planning and Management Directorate is responsible for the development, implementation and maintenance of all policies, guidelines and standards related to the facilities management, including the management of Crown-owned and Crown-leased accommodations; of capital planning and capital projects for the Department; and of departmentally owned property.

Administration Directorate

The Directorate is responsible for the development and implementation of effective internal policies, guidelines and systems. It is responsible for the provision of functional direction throughout the Department and for the delivery of services in the National Capital Region, encompassing Materiel Administration, Document Management, Security and Occupational Health and Safety.

Informatics Directorate

The Directorate is responsible for the development, implementation and maintenance of all policies, guidelines, and standards related to electronic data processing, office automation and related telecommunication. It also monitors their application throughout the Department, on an ongoing basis.

Program Audit and Review Directorate

The Directorate is responsible for providing advice to management on the effectiveness of programs, on the efficiency and economy of the operations and activities necessary for their delivery, and on the compliance of such activities and operations with policies and directives. To this end, the Directorate plans and implements systematic reviews, appraisals, audits and evaluations.

THE INTERGOVERNMENTAL AND INTERNATIONAL AFFAIRS BRANCH

The Branch has responsibility for the co-ordination, monitoring and, where required, initiation of departmental policies and strategies on international and federal-provincial-territorial issues in the health, social security and social affairs fields, where those issues affect more than one branch or require interdepartmental consultation. It is composed of three organizational units: the Health Affairs Directorate, the Social Affairs Directorate, and the International Information and Planning Directorate.

PERSONNEL ADMINISTRATION BRANCH

This branch assists all departmental managers in achieving their overall program objectives and in fulfilling their responsibilities in the areas of personnel management and official languages, by providing services and advice in personnel matters and by promoting the fair and equitable treatment of employees. The Personnel Administration Branch develops and administers personnel policies and programs, and provides staff training and other related services for over 10 000 employees of the Department, in six categories of employment, operating out of approxiamately 1 200 facilities across the country and 35 facilities in overseas regions.

POLICY, COMMUNICATIONS AND INFORMATION BRANCH

The Branch provides advice and support to the departmental executive and to program branches in the areas of policy development, communications, information and strategic planning. Research is undertaken on health, social, income and economic policy issues. Policy proposals are developed and analyzed, and recommendations are made to the Deputy Minister and the Minister.

Policy Development Directorate

The Directorate initiates and co-ordinates research and analyses of health, income and social service policy issues in support of the policy development responsibilities of the Department. It also assesses options for program change, co-ordinates departmental policy initiatives and takes the lead role in co-ordinating departmental strategic plans.

Communications Directorate

The Directorate is responsible for public awareness of the Department's objectives and programs and for development of departmental communications objectives and plans. It also provides communications advice, co-ordinates departmental communications activities and provides technical services in support of the Department's communications responsibilities.

Information Systems Directorate

The Directorate plans, develops and operates information systems that support the development, management and evaluation of social policies and programs. It also co-ordinates the planning and development of national health and welfare information systems, and provides technical and financial assistance to provinces, territories and nationally recognized associations and agencies directly involved in health and welfare programs for the development of information systems which contribute to national objectives. The Directorate also co-ordinates the application of the Access to Information and Privacy legislation in the Department.

HEALTH AND WELFARE CANADA

HEALTH PROTECTION BRANCH

The responsibility of the Branch is to reduce illness and untimely death associated with hazards in the environment, both man-made and natural. Specific programs protect the public from any present or potential health hazards in foods, drugs for humans and animals, cosmetics, medical devices, radiation-emitting devices and environmental contaminants. Other programs carry out disease surveillance services, standardize laboratory methods and control psychoactive and psychotropic drugs and tobacco. There is close co-operation and assistance between the federal and provincial governments and liaison with international governments and agencies.

The Health Protection Branch publishes information for the public, industry and specific groups and also warns of dangers through the media. Branch information for the public may be obtained from the offices of the Assistant Deputy Minister and the regional directors, as follow:

Atlantic Region

Ralston Building, 5th Floor
1557 Hollis Street
Halifax, Nova Scotia
B3J 2R7
(902) 426-7498

Quebec Region

1001 St. Laurent Street West
Longueuil, Quebec
J4K 1C7
(514) 238-5497

Ontario Region

2301 Midland Avenue
Scarborough, Ontario
M1P 4R7
(416) 291-4231

Central Region

H.P.B. Building, Central Region
510 Lagimodière Boulevard
Winnipeg, Manitoba
R2J 3Y1
(204) 949-3004

Pacific Region

3155 Willingdon Green
Burnaby, British Columbia
V5G 4P2
(604) 544-3359

Food Directorate

The Directorate conducts programs to ensure the safety and nutritional value of food. These include laboratory research, the development and standardization of analytical methods for use by regional laboratories and the development of standards and regulations based on the assessment of monitoring and surveillance data.

Drugs Directorate

The Directorate is engaged in a wide spectrum of regulatory and research programs aimed at promoting the judicious use of drugs as well as providing assurance to Canadians that the drugs sold in Canada are safe and effective and that cosmetics do not pose safety hazards.

Laboratory Centre for Disease Control

This directorate provides epidemiological, laboratory surveillance and diagnostic systems for communicable and other diseases, integrated national programs for a microbiological reference service, quality assurance systems in laboratory medicines, and options for the control of nosocomial, community and laboratory-acquired infections.

Environmental Health Directorate

The Directorate is composed of two bureaus which collectively serve to identify, assess and reduce health hazards in the environment, in consumer products and in medical devices.

Field Operations Directorate

The Directorate acts as the inspection and enforcement arm of the Branch in order to reduce health hazards in marketed products. It also provides other government agencies with technical assistance.

Federal Centre for AIDS

The role of the Federal Centre for AIDS is to plan, direct, and co-ordinate federal government activities under the National AIDS Program.

MEDICAL SERVICES BRANCH

The objective of the Branch is to promote, improve and preserve the health of Canadian citizens whose care, by legislation or custom, is the responsibility of the Department. The clients include the status Indians and Inuit, all residents of the Yukon, federal public servants, immigrants, refugees and temporary visitors, international travellers, civil aviation personnel, and disaster victims.

Indian and Northern Health Services Directorate

The responsibilities of the Directorate include the provision of community health services, hospital and dental services, a national native alcohol abuse program, and an environmental health and nutrition program.

General information on Indian and Northern Health Services of the Medical Services Branch is available from regional directors at the following addresses:

Atlantic Region

Ralston Building
1557 Hollis Street, Room 439
Halifax, Nova Scotia
B3J 1V6
(902) 426-6637

Quebec Region

Suite 202
Place Guy Favreau, East Tower
200 René Lévesque Boulevard West, Suite 202
Montreal, Quebec
H2Z 1X4
(514) 283-4774

HEALTH AND WELFARE CANADA

Ontario Region

3rd Floor
1547 Merivale Road
Nepean, Ontario
K1A 0L3
(613) 952-0087

Manitoba Region

303 Main Street, Room 500
Winnipeg, Manitoba
R3C 0H4
(204) 983-4172/4171

Saskatchewan Region

1855 Smith Street
Regina, Saskatchewan
S4P 2N5
(306) 780-5413

Alberta Region

Suite 730
Canada Place
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C3
(403) 495-2690

Pacific Region

Federal Building
757 West Hastings Street, Suite 540
Vancouver, British Columbia
V6C 3E6
(604) 666-3235/3263

Yukon Region

Yukon Manor
2 Hospital Road
Whitehorse, Yukon Territory
Y1A 3H8
(403) 668-6461

Health Advisory Services Directorate

The Directorate is responsible for centralized health-care services in civil aviation medicine and emergency services. It also provides specified advice in the fields of public service health, quarantine and regulatory and immigration medical services to the Department and other federal government departments and agencies.

For more information on Health Advisory Services of the Medical Services Branch, please address your enquiries to:

Director General
Health Advisory Services
Medical Services Branch
Health and Welfare Canada
19th Floor, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0L3

For more information on the Public Service Health activities of the Medical Services Branch, please address your enquires to the Director, Occupational and Environmental Health Services, Public Service Health, at the following addresses:

Atlantic Region

Medical Services Branch
Health and Welfare Canada
3129 Kempt Road
Halifax, Nova Scotia
B3K 5N6

Quebec Region

Medical Services Branch
Health and Welfare Canada
Suite 202, 2nd Floor
East Tower
Place Guy-Favreau
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4

Ontario Region

Medical Services Branch
Health and Welfare Canada
301 Elgin Street
Ottawa, Ontario
K1A 0L3

Prairie Region

Medical Services Branch
Health and Welfare Canada
Suite 845
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C3

Pacific Region

Medical Services Branch
Health and Welfare Canada
Suite 515
Federal Building
757 West Hastings Street
Vancouver, British Columbia
V6C 3E6

HEALTH SERVICES AND PROMOTION BRANCH

The responsibilities of the Branch are to develop, promote and support measures designed to preserve and improve the health of Canadians by encouraging and assisting them to adopt a way of life that enhances their physical, mental and social well-being. The Branch also provides leadership and co-ordination in assisting the provinces and territories to bring their health services to, and maintain them at, national standards. This includes the administration of federal contributions to the provinces with respect to hospital insurance, medical care and extended health care services programs.

General information on the operation and programs of the Branch may be obtained from the Communications Directorate, where a Branch Directory of Publications is available.

Seniors Secretariat

The Seniors Secretariat was established to serve as a focal point for seniors activities and to provide support to the Minister of State for Seniors. The Secretariat is responsible for conducting a communications program to ensure that seniors are kept informed of federal programs and services of benefit to them and to heighten public awareness of issues affecting seniors.

HEALTH AND WELFARE CANADA

Health Services Directorate

The Directorate develops, in co-operation with provinces, territories and other federal departments, guidelines and standards for health-care services and facilities. It also provides consulting services to provincial governments and other federal departments, financial assistance and consulting services to provinces and voluntary health organizations, as well as training, supply and distribution requirements of health personnel. The Directorate also manages programs concerned with health technology, institutional and professional health services, health assessment, and community and mental health.

Health Promotion Directorate

The Directorate develops and implements programs which promote health and encourage the avoidance of health risks. Its focus encompasses risk reduction issues (alcohol, drug and tobacco use; nutrition; cardiovascular health), population groups (family; children and youth; women; seniors; the disabled) and delivery settings (schools; workplace). Programs are delivered through social marketing, education and training, intersectoral co-ordination, research and evaluation, and funding. With respect to funding, the Directorate administers seven funding streams to encourage national organizations and community groups to become involved in health promotion. Health promotion programs are developed and implemented in co-operation with provincial and territorial governments, professional and voluntary organizations, and community groups.

Extramural Research Programs Directorate

The Directorate administers the National Health Research and Development Program (NHRDP) which supports health research, demonstration projects, symposia, workshops and conferences, and health research personnel training and development, in order to provide scientific information needed by the Department to fulfil its responsibilities.

INCOME SECURITY PROGRAMS BRANCH

The objective of the Branch is to maintain and improve the social security of Canadians through the programs it administers. These programs are as follows:

The **Canada Pension Plan** (CPP) — a compulsory, contributory social insurance program which provides members of the Canadian labour force with a basic level of protection for themselves and their families against the loss of income due to retirement, disability or death.

The **Old Age Security Program** (OAS) — provides a basic level of income for older Canadians through a basic pension which is supplemented by the income-tested Guaranteed Income Supplement (GIS) for pensioners who have little or no income as well as by an income-tested Spouse's Allowance (SPA) for spouses, ages 60 to 65, of pensioners in receipt of the Guaranteed Income Supplement. Under the authority of the *Old Age Security Act* and the *Canada Pension Plan*, benefit payments are also made to those individuals who are eligible under the terms of international social security agreements concluded with other countries.

The **Family Allowances Program** (FA) — supplements the income of families with dependent children in order to help meet the additional costs associated with raising children. It also provides for the payment of an allowance to welfare and government agencies and other institutions which maintain children.

Regional Offices

Regional Director
Income Security Programs
310 Pleasantville
P.O. Box 9430
St. John's, Newfoundland
A1A 2Y5
(709) 772-4560

Regional Director
Income Security Programs
P.O. Box 1238
Charlottetown, Prince Edward Island
C1A 7M9
(902) 566-7860

Regional Director
Income Security Programs
P.O. Box 1687
Postal Station "M"
Halifax, Nova Scotia
B3J 3J4
(902) 426-2342

Regional Director
Income Security Programs
633 Queen Street
P.O. Box 250
Fredericton, New Brunswick
E3B 4Z6
(506) 452-3306

Assistant Director General
Income Security Programs
300 rue de la Gare du Palais
Quebec, Quebec
G1K 7L5
(418) 648-3158

Regional Director
Income Security Programs
65 William Street South
P.O. Box 2020
Chatham, Ontario
N7M 6B2
(519) 436-3100

Regional Director
Income Security Programs
P.O. Box 5100
Postal Station D
Scarborough, Ontario
M1R 5C8
(416) 973-4181

Regional Director
Income Security Programs
70 Cedar Street South
P.O. Box 2013
Timmins, Ontario
P4N 8C8
(705) 264-8560

Regional Director
Income Security Programs
330 Graham Avenue
Winnipeg, Manitoba
R3C 4C8
(204) 983-2310

Regional Director
Income Security Programs
Dominion Government Building
1975 Scarth Street
Regina, Saskatchewan
S4P 3K4
(306) 780-5654

Regional Director
Income Security Programs
Suite 710
Canada Place
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C2
(403) 420-2670

Regional Director
Income Security Programs
Federal Building
1230 Government Street
Victoria, British Columbia
V8W 2P1
(604) 388-3287

Programs Policy, Appeals and Legislation Directorate

This directorate, through three divisions, is responsible for ongoing Old Age Security, Family Allowances and *Canada Pension Plan* legislative reviews and updates, for related policy planning and development, for the application of legislation and the administration of appeals, for the review and analysis of information programs. An additional responsibility is the secretariat service provided to the Canada Pension Plan Advisory Committee.

The **Policy and Legislation Division** is responsible for providing policy advice on, and analysis of, income security programs for use by senior management and the Minister; for the development of legislative changes to the three Acts administered by the Branch, *Canada Pension Plan, Old Age Security Act*, and the *Family Allowances Act*; and for information activities.

The **Data Development and Analysis Division** is responsible for forecasts of program expenditures, for the development of specialized data banks through survey activities, and for program costs and beneficiary estimates for various policy initiatives and branch planning activities.

The **Appeals Division** develops operational policies and guidelines related to the payment of income security programs benefits, and administers the appeals system. It is also responsible for the preparation of ministerial and other correspondence related to the income security programs.

International Liaison Directorate

This directorate is responsible for developing, drafting and negotiating social security agreements with other countries, as well as administrative arrangements to implement those agreements. The Directorate also co-ordinates the Department's activities related to bringing the agreements into force.

Canada Pension Plan Advisory Committee

The Committee, appointed by Order-in-Council, reviews the operation of the *Canada Pension Plan Act*, the status of the Canada Pension Plan Investment Fund, and the adequacy of benefits under the Plan.

Programs Operations National Operations Directorate

This directorate, through national operations and a network of regional offices and client service centres, is responsible for the administration of the Old Age Security, *Canada Pension Plan* and Family Allowances programs and for all aspects of client services.

The **Regional Offices and Client Service Centres** are located in major cities across Canada and in 150 small towns. These centres provide information and services to the public in all matters relating to income security program benefits, including the distribution of applications for such benefits. Each regional office provides administrative and operational support for the network of client service centres under its control. Applications for Income Security Program benefits, with the exception of *Canada Pension Plan* disability benefits, from residents within its area of jurisdiction are adjudicated and processed in the regional offices. The resulting benefit accounts are also maintained in the regional offices.

The **Disability Division** is responsible for determining, through the evaluation of an applicant's medical history and profile, eligibility for *Canada Pension Plan* disability benefits. It is also responsible for the processing and maintenance of all disability benefit accounts, including benefits to dependent children of disabled contributors.

The **Canada Pension Plan Central Operations Division** processes as a part of the National Strategy on Child Care, dual accounts (those whose contributions were made to both the *Canada Pension Plan* and the Quebec Pension Plan), Quebec residents' accounts (those whose contributions were made to the *Canada Pension Plan* only but who now reside in Quebec), division of unadjusted pensionable earnings (credit splitting) accounts, those accounts affected by the child-rearing drop-out provision, and all accounts which require manual processing of benefits. Central Operations' other responsibilities include the provision of administrative and data management services to the two sections for which it is responsible.

The **International Operations Division**, established in 1978, participates in the development and negotiation of administrative arrangements and operational accords, and produces the relevant procedures, application forms and booklets for the administration of international social security agreements. The Division also adjudicates and processes all applications which are covered by an international agreement.

Income Security Programs Systems Directorate

This directorate is responsible for the improvement of the benefit delivery systems of the Old Age Security, the *Canada Pension Plan* and the Family Allowances programs.

SOCIAL SERVICE PROGRAMS BRANCH

The focus of the Branch is on persons whose economic circumstances are inadequate to meet their basic needs or whose social circumstances expose them to the risk of poverty, isolation or dependency. The role of the program is to subsidize assistance and services for these people, primarily by sharing the cost of provincial and municipal programs directed to them, including programs of vocational rehabilitation for the disabled. Other methods of support and advice include financial aid for programs that encourage seniors to remain independent and active in the community, co-ordination of international and interprovincial adoptions, as well as grants and consulting services for voluntary and professional organizations, for research and for training.

HEALTH AND WELFARE CANADA

General information on the operation and programs of the Social Services Programs Branch may be obtained from the Communications Directorate at Headquarters in Ottawa.

Cost-shared Programs Directorate

The Canada Assistance Plan is a cost-sharing program through which Canada pays 50 per cent of the cost to provinces and municipalities of providing social assistance, welfare services of a preventive, supportive or rehabilitative nature, and work activity projects intended to improve the employability of persons who have employment difficulties.

The *Vocational Rehabilitation of Disabled Persons Act* is a cost-sharing program through which Canada pays 50 per cent of the costs incurred by the provinces in providing a comprehensive program for the vocational rehabilitation of physically and mentally disabled persons. The Act also enables Canada to make direct contributions to individuals and non-governmental organizations for vocational rehabilitation research.

The Alcohol and Drug Treatment and Rehabilitation (ADTR) program is a new federal-provincial cost-sharing program through which Canada pays 50 percent of certain costs incurred by provinces in providing treatment and rehabilitation to persons requiring such services because of addiction.

Program Development Directorate

This directorate has been established to develop and implement two major government initiatives, the Family Violence Prevention Program and the Child Care Programs.

Created in December 1986, the **Family Violence Prevention Divison** is responsible for co-ordinating all federal initiatives in the area of family violence, elder abuse, child abuse and child sexual abuse. It is also mandated to: liaise with the provinces, other federal departments and national non-governmental organizations; develop national policies and programs, provide information services to government officials and the public; promote the development of services relative to the prevention of family breakdown; provide financial assistance in support of pilot and research projects on family violence and child sexual abuse.

Created in December 1987 as a part of the National Strategy on Child Care, the **Child Care Programs Division** is committed to enhancing and sustaining high-quality child care in Canada. It is responsible for administering the $100 million Child Care Initiatives Fund for innovative research and development projects and public awareness programs; and providing consultation and information services on child care (through the National Day Care Information Centre) to government and non-government offices, associations, professionals, individuals, and the daycare community at large.

Social Development Directorate

The Directorate supports and promotes the development of social infrastructures, expertise and services aimed at enhancing the autonomy, social integration and quality of life of individuals, families and communities.

The **New Horizons Program** provides opportunities for older and retired persons to plan, operate and participate in meaningful activities of their own choice which will prove beneficial to themselves and their community.

The role of the **National Welfare Grants Division** is to promote improvements in welfare services and self-help activities by providing financial assistance, consultation, information and advice to governmental and non-governmental welfare agencies (including citizen organizations) for short-term research, demonstration and other project activities, and to individuals for advanced studies in social work.

The **Seniors Independence Program** provides financial assistance to eligible applicants for health, education and social welfare projects designed to enhance the quality of life and the independence of seniors.

The **National Adoption Desk** co-ordinates international and interprovincial adoptions with other government departments and the provinces.

FITNESS AND AMATEUR SPORT BRANCH

The responsibility of the Branch is to promote, encourage and develop fitness and amateur sport in Canada. Through the activities of three major program directorates, Fitness Canada, Sport Canada and International Relations, Sport and Fitness, Fitness and Amateur Sport operates primarily by providing financial contributions, consultative assistance and policy leadership to national sport and fitness-oriented organizations in Canada. The Branch also enhances the international dimension of Canada's sport and fitness policies and relationships.

General information on the operation and programs of the Fitness and Amateur Sport Branch may be obtained from the Director of Promotions and Communications Directorate in Ottawa at:

Fitness and Amateur Sport
Journal Tower South
365 Laurier Avenue West
Ottawa, Ontario
K1A 0X6

Manuals

(Policy, Communications and Information Branch)
- Administrative Directives — ATI — NHW 404-11
- Administrative Directives — Privacy NHW 404—11
- General Guidelines for the Application of Exemptions under ATI
- Interim Departmental Procedures on ATI
- Quick Reference Guide to Exemptions and Exclusions

(Health Protection Branch)
- Analytical Methods for Pesticide Residues in Foods
- Analytical Methods for the Regulatory Analysis of Foods
- Bacteriology of Tuberculosis
- Canadian Drug Identification Code
- Chemistry and Manufacturing Guidelines for New Drugs (1981)
- Code of Practice — General Principles of Food Hygiene for Use by the Food Industry in Canada
- Diagnostic Reference Testing of Selected Viruses
- Field Operations Directorate Information Booklet
- Field Operations Directorate Operational Policy Directives
- Food, Drug, Cosmetic and Medical Device Projects to Be Conducted During Program Year
- General Guidelines for Preparing and Filing New Drug Submissions — Drugs for Use in Humans (1983)
- General Guidelines for the Use of Methadone in Narcotic Addicts
- Good Manufacturing Practices for Drug Manufacturers and Importers
- Guide for the labelling of drugs for human use (1983)

HEALTH AND WELFARE CANADA

- Guide for the labelling of drugs for veterinary use
- Guide for the Preparation of Plant Master Files and Imported Drug Submissions
- Guidelines for Developing a Pesticide Toxicology Data Base
- Guidelines for Evaluation of Safety and Efficacy of Anti-mastitis Intramammary Infusion Drugs
- Guidelines for Evaluation of Safety and Efficacy of Teat Dip Formulations
- Guidelines for Infection Control
- Guidelines for Product Monographs — Drugs For Use in Humans (1979)
- Guidelines for the Development of Efficacy Data to Support the Use of Animal Drugs in Feeds
- Guidelines for the Preparation of Submissions on Veterinary New Drugs
- Guidelines for the Preparation of Toxicity and Residue Submissions for the Human Safety of Veterinary Products Intended for Use in Food Producing Animals
- Guide to Consumer Drug Advertising
- Guide to Immunization for Canadians
- Guidelines to Manufacturers on Obtaining Drug Identification Numbers (DIN) and for making Drug Notifications
- Inspection Procedures for Food Plant Inspectors
- Laboratory Guidelines for Serotyping and Biotyping Campylobacters
- Laboratory Methods for the Diagnosis of Legionnaire's Disease
- Laboratory Methods for Neisseria Gonorrhea
- Laboratory Quality Assurance Standards
- National Enforcement Reports (Prosecutions, Recalls, Imported Products Unacceptable for Sale in Canada, Seizures forfeited)
- Ontario Region — Procedures for Conducting Compliance Activities
- Plasmid Biology and Recombinant DNA Methodology
- Preclinical Toxicologic Guidelines (1981)
- Product Recall Procedures
- Protocols for Identification of Neisseria Species
- Radiation Protection Bureau Policy Respecting the Use of Radionuclides in Humans
- Staphylococcal Phage Typing of Staphylococcal Micro-organisms
- Viral, Rickettsial, Chlamydial, Mycoplasma Reagents

(Medical Services Branch)
- Advanced Treatment Centre
- Blood Donor Pack
- Blood Shadow Depot
- Branch Directives
- Casualty Collecting Unit
- Casualty Simulation
- Clinical Guidelines for Medical Services Personnel
- Community Health Nursing (Saskatchewan region)
- Course Manual — Emergency Health/Social Services Planning
- Course Manual — Special Care Facility, Emergency Planning
- Design Guidelines — Part 1, Space and Furnishings
- Development of Community Emergency Welfare Services
- Directives to help personnel meet operational requirements such as glasses, dental, fuel and container reports (Quebec region)
- Drug Distribution Manual
- Emergency Hospital (Operating Manuals)
- Emergency Blood Services
- Emergency Clothing in Operations
- Emergency Feeding Manual
- Emergency Lodging Manual
- Emergency Planning Manual for Special Care Facilities
- Emergency War Surgery (NATO)
- Emergency Welfare Manual
- Environmental Health in Disaster
- Equipment Inventory Control, Computer System "User's Guide"
- Explanation of Modes of Payment (Quebec region)
- 50-60 Bed Emergency Hospital
- Foreign Service Directives
- Guidelines for conducting Post Occupancy Evaluation
- Hospital Disaster Supplies
- Hospital Emergency Planning Manual
- Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)
- Management of Emergency Delivery
- Management of Human Behaviour in Disaster
- Matériel Management Manual
- Medical Officers' Handbook (Immigration Medical Services)
- Native Alcohol Abuse Program (Manitoba region)
- National Alcohol and Drug Treatment Centres — Design 2 costs guidelines
- Nursing Manual
- Nursing Manual — a reference book for Indian Health Nurses (Atlantic, Manitoba, and Saskatchewan regions)
- Occupational Health Nurses (Overseas region)
- Occupational Health Nurses Overseas and National Capital Region
- Organisation Chart Manual
- Patient Care in Flight
- Personal Services Manual
- Physicians' Guide
- Physicians' Guide, Medical Examininations
- Procedures Manual (Quebec region)
- Program Guidelines
- Public Service Health Manual for Environmental Health Officers
- Regional Interim Directives Manual (Manitoba region)
- Regional Tuberculosis Manual (Saskatchewan Region)
- Registry and Inquiry Manual
- Regulatory and Quarantine
- Resources Catalogue (Quebec region)
- Sanitation and Environmental Health Manual for CHR's
- School Health Curriculum
- Secretarial Manual
- South Zone Field Administrative Manual (Manitoba Region)
- Standard NATO Number Catalogue
- The Welfare Centre Kit in Operations
- Tuberculosis Manual

(Health Services and Promotion Branch)
- Career Awards Guide
- Health Promotion Contributions Program Guide for Applicants
- Projects Guide
- Terms and Conditions for Grants to National Voluntary Health and Social Service Organizations
- Training Awards Guide

(Income Security Programs Branch)
- Branch Administrative Directive on Privacy
- Canada Pension Plan Appeals Manual
- Canada Pension Plan Benefit Administration Manual
- Canada Pension Plan Benefit Procedures Manual (Systems)
- Canada Pension Plan Claims and Benefits Procedures, Volumes 1-3
- Canada Pension Plan Record of Earnings and Contributions Data Handbook
- Canada Pension Plan Record of Earnings Procedures Manual
- Canada Pension Plan Teleprocessing User Operating Procedures Manual (Systems)
- Canada Pension Plan Trusteeship Manual
- Client Service Centre Manual
- Family Allowances Operations Manual
- Family Allowance Policy Manual
- Family Allowances Procedures Manual (Systems)
- International Operations Client Service Centre Manual
- International Operations Procedures Manual
- International Operations Procedures Manual (Systems)
- Old Age Security, Canada Pension Plan and Family Allowances Operational Bulletins

- Old Age Security Policy Manual
- Old Age Security Procedures Manuals (Systems)
- Policy, Liaison and Development Manual
- Proof of Age Manual
- Renewal Guaranteed Income Supplement and Spouse's Allowance Operational Guidelines

(Social Services Programs Branch)
- Child Care Initiatives Fund — Guidelines for Applicants
- Family Violence and Child Sexual Abuse Initiatives — Interim Guide
- Guidelines on Assistance under CAP
- Guidelines on Cost-Sharing under CAP as Modified by Extended Health Care Services under EPF
- Guidelines on Work Activity Project Submissions under Part III of CAP
- Guidelines on Likelihood of Need under CAP
- Guidelines Relating to Cost-Sharing under the Vocational Rehabilitation of Disabled Persons Act.
- National Welfare Grants Reference Manual
- New Horizons Program Policy and Procedures Manual
- Notes on Homes for Special Care under CAP
- Notes on Welfare Services under CAP
- Seniors Independence Program Interim Guide for Applicants

(Fitness and Amateur Sport Branch)
- A Guide to Fitness Canada Contributions Program
- Applied Sport Research Program: Policy and Guidelines
- Athlete Assistance Program: Policy and Guidelines
- Canada Fitness Award: Information
- Canada Games Handbook: An Outline of Policies and Organizational Procedures
- Drug Use and Doping Control in Sport: A Sport Canada Policy
- Fair Play: Integrity, Fairness and Respect
- Fitness and Amateur Sport — Annual Report
- Fitness Canada: Program Planning and Proposal Writing
- Fitness... the Future: Canadian Summit on Fitness (June 1989, Ottawa)
- Guidelines for the Training and Recognition of Fitness Leaders in Canada
- High Performance Sport Centres
- Human Resource Management: Staffing and Performance Appraisal — Policy and Guidelines
- Physical Activity for Canadians with Disability: Blueprint for Action
- Sport Canada: Core Support Program
- Sport Canada: Hosting Policy
- Sport Canada: Human Resource Management and National Coaches — Staffing, Performance Appraisal: Policies and Guidelines
- Sport Canada Policy on Women in Sport
- Sport Science Support Program: Policy and Guidelines
- Task Force on National Sport Policy Report — Toward 2000: Building Canada's Sport System

Additional Information

General departmental and branch information is provided by the Communications Directorate in Ottawa. Contact may be made in person, by telephone or by writing to the Communications Directorate, Department of National Health and Welfare at:

Brooke Claxton Building, 5th Floor
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
(613) 957-2991

The Communications Directorate publishes a Directory of Publications, available from headquarters. The Directory is also available in public and university libraries.

B. CLASSES OF RECORDS

Access Procedures

At the corporate level, the Access to Information Centre directs and oversees the implementation of departmental policies and administrative guidelines on the application of the Act throughout the Department, co-ordinates access requests, and is responsible for the settlement of all complaints on issues having to do with applications and service to the public. The Deputy Minister makes the final decisions in the settlement of complaints or legal actions on disclosure of departmental information.

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Centre
Department of National Health and Welfare
Brooke Claxton Building, Room 1352
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
(613) 954-8744

At the branch level, the Access to Information Co-ordinators make or endorse initial decisions on applications and service to the public. Branch heads decide on the disclosure of information under their control which may be subject to exemptions prescribed in the Act or to third-party notification. The addresses of the Access to Information co-ordinators are the following:

Corporate Management Branch

Access to Information Co-ordinator
Corporate Management Branch
Department of National Health and Welfare
Jeanne Mance Building, Room 1264
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
(613) 952-3986

Personnel Administration Branch

Access to Information Co-ordinator
Personnel Administration Branch
Department of National Health and Welfare
Room 238, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
(613) 3238

HEALTH AND WELFARE CANADA

Policy, Communications and Information Branch
Access to Information Co-ordinator
Office of the Assistant Deputy Minister
Policy, Communications and Information Branch
Department of National Health and Welfare
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
(613) 957-3058

Health Protection Branch
Access to Information Co-ordinator
Co-ordinator
Health Protection Branch
Department of National Health and Welfare
Tunney's Pasture
Ottawa, Ontario
K1A 0L2
(613) 957-3491

Medical Services Branch
Access to Information Co-ordinator
Medical Services Branch
Department of National Health and Welfare
Jeanne Mance Building, 19th Floor
Tunney's Pasture
Ottawa, Ontario
K1A 0L3
(613) 957-3491

Health Services and Promotion Branch
Access to Information Co-ordinator
The Office of the Assistant Deputy Minister
Health Services and Promotion Branch
Department of National Health and Welfare
Jeanne Mance Building, Room 541
Tunney's Pasture
K1A 1B4
(613) 954-8598

Income Security Programs Branch
Access to Information Co-ordinator
The Office of the Director
Appeals
Income Security Programs Branch
Place Vanier, Tower B, 5th Floor
355 River Road
Ottawa, Ontario
K1A 0L1
(613) 954-4935

The *Access to Information Act* provides accessibility to subject records only. These subject documents such as guidelines, directives, policies and procedures are issued and maintained at headquarters in Ottawa. Individuals' files containing personal information are kept in the regions and are accessible under the *Privacy Act*.

Social Services Programs Branch

Access to Information Co-ordinator
Management Services Division
Social Services Programs Branch
Department of National Health and Welfare
Brooke Claxton Building, Room 314
Tunney's Pasture
Ottawa, Ontario
K1A 1B5
(613) 957-2910

Fitness and Amateur Sport Branch

Access to Information Co-ordinator
Fitness and Amateur Sport Branch
Department of National Health and Welfare
365 Laurier Avenue West, 10th Floor
Ottawa, Ontario
K1A 0X6
(613) 992-9124

Reading Room

Members of the public who wish to inspect manuals used by employees in administering or carrying out programs and activities that affect the public may visit one of the departmental libraries, which have been designated as reading rooms under section 71 of the *Access to Information Act*. They are located at Tunney's Pasture, Ottawa.

The Policy, Communications and Information Branch Library
Brooke Claxton Building, 2nd Floor
(613) 957-1546

The Banting Research Centre Library
Health Protection Branch
Sir Frederick G. Banting Research Centre
(613) 957-1028

The Laboratory Centre for Disease Control Library
Health Protection Branch
Laboratory Centre for Disease Control Building
(613) 957-1362

The Environmental Health Library
Health Protection Branch
Environmental Health Centre
(613) 957-1725

The Medical Services Branch Program Aids and Resources Centre
Jeanne Mance Building, Room 1884
(613) 990-7612

The Health Services and Promotion Branch Library
Jeanne Mance Building, Room 500
(613) 996-4513

Classes of Records

NHW/CMB-005
Program Audit and Review
Description: Information on the establishment and operation of the audit and evaluation functions. *Topics:* Compliance with the Office of the Comptroller General (OCG) Guidelines and the Treasury Board of Canada Secretariat (TBC) Policies; committees; training seminars; departmental and branch plans; evaluation and audit assessments and studies; methodologies; consultants; organization; and U.S. evaluations.

NHW/SOW-015
Status of Women
Description: Information on health and social issues of concern to women. *Topics:* Policies; reports; committee meetings and conferences; National Plan of Action; Departmental Implementation Plan; International Women's Decade; women, health and development; occupational health; maternity; family; family violence; reproductive health; adolescent health; visible minority and immigrant women; rural women; women's health research; pensions and income security; poverty; aging; handicapped women; social and support services.

NHW/CMB-020
Regulatory Reform Liaison
Description: Files on correspondence with counsel for the Standing Joint Committee; internal memoranda; reports; and records of committee meetings. *Topics:* Amendments to regulations; regulatory reform; socioeconomic impact analysis.

NHW/PNO-035
Nursing
Description: Information on co-operation and liaison with national, provincial and territorial nursing groups and development of standards of nursing practices. *Topics:* Co-operation and liaison with associations, clubs, societies, the Canadian Nurses Association, provincial registered nurses' associations; committees, conferences, meetings; program areas; federal departments; agencies, universities, colleges and schools.

NHW/IIA-040
International Health
Description: Information on international relations by country and by organization. *Topics:* United Nations Commission on Narcotic Drugs; World Health Organization (WHO) and WHO fellowships; Pan-American Health Organization (PAHO); the Commonwealth; bilateral and tripartite agreements; Advisory Committee on International Health Affairs; interdepartmental relations in the international relations field; miscellaneous committees, conferences and meetings. *Retrievability:* By country and by organization.

NHW/IIA-045
International Social Affairs
Description: Files on international relations by country. *Topics:* United Nations General Assembly, Economic and Social Council, Commission for Social Development; International Years and Conferences; miscellaneous committees, conferences and meetings. *Retrievability:* By country and by organization.

NHW/IIA-050
Non-governmental Organizations
Description: Information on health and welfare organizations. *Topics:* Health organizations, such as the Canadian Medical Association and the Canadian Nurses Association; welfare organizations, such as the International Council on Social Welfare; and social affairs organizations, such as the International Social Security Association.

NHW/IIA-060
Federal-Provincial-Territorial and Interdepartmental Liaison
Description: Information on federal-provincial conferences of health ministers, federal-provincial conferences of welfare ministers, intergovernmental committees and co-operation and liaison with federal and provincial government departments.

NHW/IIA-065
Management Information
Description: Documentation on other countries in the fields of health, welfare and social affairs; exchange of information between Canada and international organizations; personnel exchanges and visits between Canada and other countries. *Retrievability:* By country and by organization.

NHW/PCI-076
Social Policy
Description: Information on federal social concerns, on research undertaken on income and employment issues, and on analyses of proposed initiatives in the economic and employment field. *Topics:* Social services; social environment; population aging; special interest groups, including seniors, the homeless, victims of family violence, families and disabled persons; income security; employment policy; pensions; economic and income trends.

NHW/PCI-085
Health Policy
Description: Information on research undertaken on health issues and on analyses of proposed initiatives in the health field. *Topics:* Hospital care; medical care; cost containment; health regulations; health policy; health financing.

NHW/PCI-087
Communications Planning and Operations (New)
Description: Information on the Departments's policies and programs, and on issues concerning the public environment within which the Department operates. *Topics:* Strategic Communications Plan; Operational Communications Plan; communications strategies; communications plans for Cabinet memoranda; media analysis reports; environmental scans.

NHW/PCI-088
Media and Public Relations (New)
Description: News releases, speeches, inquiries from media and general public, production and distribution of departmental publications, conferences and special events. *Topics:* All departmental programs and activities. *Note:* Most information is already in the public domain, available on request from headquarters and five regional communications offices.

NHW/PCI-089
Health Information (New)
Description: Descriptive and quantitative information on Canadian conditions and programs in the health sector. *Topics:* Determinants of health; health status; hospital services; medical care services; health personnel; health expenditures.

NHW/NCW-090
Welfare
Description: Reports by the Council. *Topics:* Income security; taxation; the working poor; children in poverty; single-parent families; social employment; social services; community organization; nutrition; legal aid/legal services; low-income consumers; poor people's groups; poverty coverage in the press.

NHW/OCI-091
Social Security Information (New)
Description: Descriptive and quantitative information on Canadian conditions and programs in the income security/social welfare sector.

Topics: Income distributions; income security benefits; social services; social security statistics; social environment.

NHW/PCI-092

Information Access and Co-ordination (New)

Description: Information on support for, and co-ordination of, information planning, development, Access to Information and Privacy, and information collection activities. *Topics:* Information planning; national information systems development; Access to Information and Privacy; information collection; informatics co-ordination.

NHW/PCI-093

Library Services (New)

Description: Library holdings in the Brooke Claxton Building. *Topics:* Full range of health and welfare topics.

NHW/ACA-095

Aging

Description: Information on subjects related to the quality of life of older Canadians. *Topics:* Policy statements; reports; writings in gerontology; quarterly newsletter.

NHW/HPB-105

Food

Description: Files on the development of regulatory policy; regulatory review and reform; liaison with industry; international and domestic food standards; and processing of regulatory amendments. Also, they include records on programs relating to the nutritional quality of the food supply and to nutrition. *Topics:* Compliance; *codex alimentarius;* food standards; food ingredients; statistical analysis.

NHW/HPB-110

Chemical Safety

Description: Information on the development of legal standards to ensure food safety. This involves research evaluation of chemicals and food additives, as well as related factors in foods. *Topics:* Food additives; chemical contaminants; agricultural chemicals; mycotoxins; packaging materials; incidental additives; natural food components.

NHW/HPB-115

Microbial Hazards

Description: Files on the microbial hazards in the food supply, including the development of a methodology to determine the type and extent of micro-organisms and extraneous matter in foods; the evaluation of the significance of contamination; the setting of standards for microbial quality of foods; and the promotion of voluntary compliance by manufacturers. *Topics:* Micro-organisms; microbial toxins; paralytic shellfish poisoning; contaminated foods; food poisoning; extraneous matter; submission; potentially hazardous foods.

NHW/HPB-120

Nutrition

Description: Information on the regulations respecting the nutritional qualities of foods, including research and evaluation; the voluntary compliance by manufacturers with standards; and the promotion of consumer selection and use of food that takes account of all nutritional considerations. *Topics:* Nutrients; nutritional quality of food; nutritional surveillance.

NHW/HPB-125

Non-prescription Drugs

Description: Information on applications for the registration of proprietary medicines. Also, a review of the safety, efficacy and quality of other over-the-counter drugs and their availability. *Topics:* Disinfectants; vitamins; minerals; advertising; labelling; drug identification numbers.

NHW/HPB-130

Human Prescription Drugs

Description: Files on the overall drug regulations and policy guidelines, as well as the safety, efficacy, quality and control of prescription drugs, manufacturing facilities and marketing practices. *Topics:* Drug analysis; research; testing; colouring; exports and imports; distribution; quality control; vaccines; remedies; in vivo diagnostics; treatments; additives; research projects; studies; surveys; non-medical use of drugs; emergency drugs; reagents; statistical analysis.

NHW/HPB-135

Cosmetics

Description: Information on imports, exports, regulations and rulings as well as files on contamination, additives, preservatives, adverse reactions, sale and enquiries regarding product safety, availability and ingredients. *Topics:* Cosmetics; additives; preservatives; contamination; cosmetic notification.

NHW/HPB-140

Veterinary Drugs

Description: Information on the safety and effectiveness of veterinary drugs available in Canada; the cause and treatment of animal diseases; adverse reactions; drug residues in food derived from livestock; medicated feeds requests; and authorization for research, testing and treatment. *Topics:* Veterinary medicines; chemotherapy of animal disease; medication of livestock feeds; advertising; labelling.

NHW/HPB-145

Biological Drugs

Description: Information on the licensing of biological drugs. *Topics:* Licensing; testing; plant inspections; submissions; plant master files.

NHW/HPB-150

Narcotics, Controlled and Restricted Drugs

Description: Contains information on the medical and scientific use of psychoactive drugs; misuse and abuse; monitoring of distribution; diversion of legal drugs. *Topics:* Co-operation and liaison with provincial licensing bodies and professional associations; purchase records of hospitals, licensed pharmaceutical companies, provincially registered practitioners, pharmacists; analysts and researchers, transportion and shipment; illicit use and trafficking; hospitals and penitentiaries; military medical establishments; enforcement investigating and prosecution; United Nations Narcotic Commission; legal agents; co-operating liaison with other federal and provincial departments, foreign countries, educational institutions; prescribing of narcotics and controlled drugs by foreign-registered health professionals in Canada, nurse practitioners, podiatrists and others.

NHW/HPB-155

Tobacco

Description: Files on the development of control policies regarding the social use of tobacco, by working co-operatively with other federal departments, provincial departments and the tobacco industry to promote the development of legislation, practices and products to minimize the health consequences of tobacco. *Topics:* Tobacco — monitoring of use and attitudes, health effects, chemical properties, sale, and legislation.

NHW/HPB-160
Psychoactive Drugs
Description: Information on the development of control policies regarding the social use of psychoactive drugs (cannabis), by working with other federal and provincial departments to develop legislation to minimize illegal use of psychotropic drugs. *Topics:* Cannabis, psychoactive drugs — monitoring of use and attitudes, health effects, and legislation.

NHW/HPB-165
Epidemiology
Description: Timely, reliable, epidemiological information on disease incidence and mortality surveillance programs, including epidemiological research, development and training and infection control. *Topics:* Communicable diseases; non-communicable diseases; epidemiology; product-related diseases; disease surveillance and control; congenital anomalies; community-acquired infection; nosocomial-acquired infection; laboratory infection.

NHW/HPB-170
Poison Control
Description: Files on the provision of advice to poison control centres and provincial departments of health; the collection and distribution of information on hazardous substances; and the prevention and treatment of poisoning. *Topics:* Poison control; promotion; prevention; reports.

NHW/HPB-175
Suspected Adverse Drug Reactions
Description: Information volunteered in confidence on suspected adverse drug reactions and on alerting and surveillance programs. *Topics:* Suspected adverse drug reactions.

NHW/HPB-180
Medical Biochemistry
Description: Information on standardization in laboratory medicine, especially clinical chemistry and immunochemistry; neonatal screening for hypothyroidism; research into definitive and reference methods in clinical chemistry and immunochemistry; and monitoring of performance of clinical diagnostic methods to promote uniformity and excellence of laboratory results in laboratory medicine on a national scale. *Topics:* Neonatal screening; quality assurance in laboratory medicine; definitive and reference methods; reference standard materials; clinical chemistry; routine diagnostic methods; immunochemistry; research. This program no longer exists, effective November 1987.

NHW/HPB-185
Microbial Diseases
Description: Information on diseases produced in humans in response to infections by microbial agents and the immune response. *Topics:* Enteric infections; respiratory infections; parasitic infections; fungus infections; bacterial infections; sexually-transmitted diseases; antibiotic resistance; tropical diseases; viral infections; infectious disease surveillance; influenza; hepatitis; tuberculosis; arbovirus infections; viral and bacterial antigens.

NHW/HPB-190
Chemical Hazards
Description: Information on hazards associated with chemicals and microbiological agents in the workplace, the indoor and ambient environment; and consumer products. *Topics:* Air; water; consumer products; industrial chemicals; pest control products; acid rain.

NHW/HPB-195
Medical Devices
Description: Files on the safety and effectiveness of device inventions; the development of essential performance and safety standards; and the corrective prevention or regulatory action in response to evidence of device failures. *Topics:* Device recalls and problems, performance and test data; class studies; standards; notification; media broadcast scripts; interactions with provincial departments and associations; advisory committees; coroners' inquests; regulations; international transactions.

NHW/HPB-200
Occupational Radiation Hazards
Description: Information on the measurement of occupational exposure of workers and control of all types of ionizing and non-ionizing radiation which may affect the health of the population of Canada. *Topics:* National Dose Registry.

NHW/HPB-205
Environmental Radioactivity Hazards
Description: Information on radioactivity emissions from nuclear reactors; population exposure to radioactive fallout; and natural background radiation. *Topics:* Reactors; population exposure; uranium mining; uranium refining; environment; radioactive waste storage.

NHW/HPB-210
Consumer and Clinical Radiation Hazards
Description: Files on the assessment of radioisotope licences; testing and evaluation of X-ray devices; consumer products; inspections, assessment and compliance of radiopharmaceuticals; occupational exposure and surveys. *Topics:* Radioisotopes; licences; X-rays; non-ionizing radiation; radiation medicine; radiopharmaceuticals; applications for the use of radionuclides in humans.

NHW/HPB-215
Field Activities — Food, Drugs, Cosmetics and Devices
Description: Files on co-operation and liaison with federal-provincial and foreign agencies; inspection, analysis and enforcement programs; consumer education; and grants and contracts. *Topics:* Consumer product complaints; plant inspection; analysis; sampling; imports and exports; educational activities; surveys; compliance promotion.

NHW/HPB-218
Federal Centre for AIDS
Description: Timely, reliable, epidemiological information on AIDS incidence and mortality surveillance programs, including epidemiological research. *Topics:* AIDS.

NHW/MSB-220
Indian and Northern Health Services
Description: Information on operations of health programs and services provided to or arranged for Indians, Inuit and northern residents. *Topics:* Community health services, including treatment and public health activities; alcohol and drug abuse programs; dental

services; hospital services; environmental health and surveillance; native involvement; administration.

NHW/MSB-225
Public Service Health
Description: Information on occupational health programs in the public service, including environmental surveillance of workplaces, medical examinations of public servants and other persons, counselling and advisory services, the Employee Assistance Program and first aid and emergency treatment. *Topics:* Environmental surveillance: methods, requirements, reports of inspections carried out; medical examinations: pre-employment and periodic, examinations for superannuation purposes, techniques, requirements, special examinations; correspondence relating to individuals, including medical review board proceedings; counselling and advisory services — Employee Assistance Program: policies, training, techniques, conferences, first aid and emergency treatment.

NHW/MSB-230
Prosthetic Services
Description: Files on the rehabilitation of physically handicapped persons by providing custom-made, medically prescribed prosthetic and orthotic appliances, orthopaedic boots and other devices. This includes fitting, production, manufacturing, purchasing, warehousing and distribution of these devices, providing consultation to the clinical teams and training of technical staff. *Topics:* Transfer of prosthetic services; individual patients (personal and medical); sales, manufacturing, fitting, warehousing and training. Note: Prosthetic services are no longer provided by the Department. Records under NHW/MSB-230 will be maintained for two years or until such time as the service is transferred to provincial control.

NHW/MSB-235
Immigration
Description: Information on the assessment of prospective immigrants to Canada by direct medical examinations or assessments of medical examinations to ensure compliance with the *Immigration Act* and Regulations; provision of, or arrangement for, medical and hospital care for certain groups under the provisions of the *Immigration Act* and various Orders-in-Council; and provision of medical advice to Employment and Immigration Canada on all matters pertaining to the health of immigrants and certain classes of visitors to Canada. *Topics:* Co-operation and liaison; medical examination of immigrants; diseases in immigrants; passed cases; immigration medical review board; immigration medical records.

NHW/HPB-240
Quarantine Services
Description: Files on the monitoring of outbreaks of exotic, dangerous, communicable diseases emerging on the international scene in order to forewarn, prevent and intercept their importation into Canada; provision of information to prospective travellers on immunization requirements and prophylactic measures to conserve their health while abroad and provision of specific immunizations or arrangements for such immunizations; maintenance of a contingency plan to prevent entry into Canada, or the establishment in Canada, of dangerous exotic diseases. *Topics:* Surveillance program and diseases.

NHW/MSB-245
Regulatory Services
Description: Information on regulatory function of ensuring that organizations under federal jurisdiction, not covered by other legislation, conform to established health and sanitary standards. *Topics:* Surveillance program.

NHW/MSB-250
Civil Aviation Medicine
Description: Files on medical assessment and medical standards, air accident and incident investigation, safety promotion and research and development. *Topics:* Air traffic; aircraft accidents or incidents; research and development project; contentious cases; international liaison.

NHW/MSB-255
Emergency Services
Description: Files on the functions of this planning and co-ordinating body for cases of national emergency. Central capability is achieved by interdepartmental orientation and the continual updating of the national emergency health and welfare plan; co-ordination with the plans of other departments is effected through Emergency Planning Canada and the Privy Council Office; co-ordination with provincial plans is achieved through an annual federal-provincial meeting. Ongoing training and education programs provide for implementation of changes and continuity. *Topics:* Establishment, development and maintenance of national capability to provide essential health and social services in an emergency; establishment and maintenance of a stockpile of health and welfare supplies as part of the Department's responsibility for war planning and for assistance to provincial and municipal governments; development and operation of training courses on emergency planning and survival. Programs to ensure office procedures are followed and accounting practices are maintained.

NHW/HSP-259
Seniors Secretariat
Description: Information on federal programs, services and organizations of benefit to seniors.

NHW/HSP-260
Health Technology
Description: Information on the evaluation and dissemination of appropriate information on diagnostic and therapeutic health technologies in order to improve the delivery, quality and cost-effectiveness of health services. *Topics:* Dental; breast cancer; cervical cytology; coronary artery surgery; hysterectomy; hypertension; multiphasic screening; nomenclatures.

NHW/HSP-265
Community Health
Description: Files on collaboration with the provinces in the development of programs in the community that emphasize primary prevention, early detection, secondary prevention, support services to maintain physical and social functions and primary care. *Topics:* Community Health Services; Provincial Health Centres; Commissioned Papers; the Hastings Report.

NHW/HSP-270
Mental Health
Description: Information on consulting services on the development and provision of mental health services; national resource bank of information; and assistance to the provinces. *Topics:* Psychology; suicide; mental health nursing; social work; mental diseases; hospitals, clinics, community centres; consultations with provincial governments and voluntary agencies; manuscripts (Canada's Mental Health).

NHW/HSP-275

Family and Child Health

Description: The Family and Child Health Program addresses some of the factors that affect the health of individual family members through comprehensive educational projects that are designed to support healthy family functioning. Program areas emphasize children's developmental skills and safety, adolescent health and parental stress. *Topics:* Perinatal health; children's development; childhood accidents; newborn and infant nutrition; sexually transmitted diseases; parent education; integration of work and family responsibilities.

NHW/HSP-285

Training of Health Personnel

Description: Files on the development of standards for training and licensing accreditation of health personnel. *Topics:* Physicians; nursing; dental personnel.

NHW/HSP-290

Rehabilitation

Description: Information on encouraging and facilitating the development of programs in the community that emphasize primary care, primary prevention, early detection and rehabilitation services, together with support services essential for the maintenance of physical and social functions. *Topics:* Diseases and anomalies; hospitals; treatment centres; rehabilitation; personnel.

NHW/HSP-295

Dental Health

Description: Information on promoting dental health through development, printing, and distribution of guidelines on dental hygiene, preventive dental service, and radiological services and the review of surveys related to oral health; reviews of provincial dental care plans; and representation of the federal government to professional associations and provincial governments. *Topics:* Demand for dental services; dental personnel; dental hygienists; fluoridation.

NHW/HSP-305

Abortion

Description: Information on abortion studies; eligibility; and distribution of therapeutic abortion committees in hospitals. *Topics:* Studies and reports; abortion committees in hospitals and agencies.

NHW/HSP-310

Nutrition

Description: Information on initiatives for the public and professionals to increase awareness and adoption of nutrition practices which include eating a variety of food, eating less fat, sugar and salt, and reaching and maintaining a healthy body weight. *Topics:* Nutrition guidelines for the general public, for pregnant women, and for preschoolers; promoting healthy weights.

NHW/HSP-315

Tobacco

Description: Information on smoking prevention and cessation programs. *Topics:* Public awareness and information campaigns; educational materials; surveys; collaboration with provinces; voluntary health agencies.

NWH/HSP-320

Alcohol and Other Drug Abuse

Description: Files on education, training and research on alcohol and other drug abuse; public information and community projects promoting moderation in the use of alcoholic beverages, and information on drug abuse. *Topics:* The Long Term National Program on Impaired Driving and the "Play it Smart" campaign; the National Drug Strategy and the "Really Me" campaign; the Advertising Code; federal-provincial liaison regarding alcohol and drug abuse.

NHW/HSP-326

Health Promotion in the Workplace

Description: Information on health promotion in the workplace, and on employer/employee and labour awareness concerning health promotion in the workplace, as well as on the Corporate Challenge, Evalu-Life, Health Promotion — Employee Health and Assistance and the Small Business Health projects. *Topics:* Risk assessment; workplace models; needs assessment instruments; workplace health and environment issues; various employee populations and their preferences and needs.

NHW/HSP-330

Health Promotion Contribution Program

Description: Information on grants and contributions to voluntary and professional agencies to support community-based activities. *Topics:* Self-care, mutual aid and the creation of healthy environments; special health needs of groups, including women, children and youth, the elderly and the disabled; and support for health promotion policy implementation. Projects focus on disadvantaged populations and health issues of national concern including AIDS, alcohol and other drug abuse, impaired driving, tobacco use, child sexual abuse and the independence of seniors.

NHW/HSP-331

Women and Health

Description: Information on health issues of concern to women, and on environmental factors that affect their well-being. *Topics:* Mental health; drug abuse; tobacco use; reproductive health concerns; medical services for women; women's roles; economic status of women.

NHW/HSP-332

Heart Health

Description: Implementation of the Federal-Provincial Strategy on the Prevention and Control of Cardiovascular Disease, including the promotion and support of heart health programs and demonstration projects in provincial jurisdictions, and the development of databases on risk factors. *Topics:* Blood cholesterol; high blood pressure; socio-economic differences in heart health and integrated approaches to cardiovascular disease prevention.

NHW/HSP-333

Health Promotion Knowledge Development (New)

Description: Information on projects intended to develop knowledge of health promotion, including studies, evaluations and literature reviews. *Topics:* Health Promotion Survey; smoking habits of Canadians survey; national alcohol and drugs survey; national impaired driving survey; media tracking survey; health promotion framework literature reviews.

HEALTH AND WELFARE CANADA

NHW/HSP-335

National Health Research and Development Program (NHRDP)

Description: Information (i.e. final reports, statistics and manuals) on contributions in support of health research activities. *Topics:* Research activities supported by the NHRDP fall into the following topic categories: organization and delivery of health care; environmental health hazards, primary and secondary illness prevention; habilitation and rehabilitation; and the health status of native populations.

NHW/ISP-340

Policy, Legislation and Planning

Description: Information on the review and update of legislation, and the development and analysis of policy. *Topics:* Historical and background documents; public and private pension plans; Social Security review; *Canada Pension Plan/Quebec Pension Plan;* Income Security Statutory Legislation.

NHW/ISP-345

Statistics and Trends Analysis

Description: Research information used in program review and development. *Topics:* Data sources and statistical information; studies, surveys, reports on public and private pension plans; client sample surveys; disability protection survey.

NHW/ISP-350

Agreements — International Social Security

Description: Information on Canada's objectives in social security agreements; information on the process for developing and implementing social security agreements; information on model provisions for agreements and administrative arrangements; information on the social security systems of other countries. *Topics:* Social security agreements in effect and administrative arrangements related to them by country; correspondence concerning agreements in effect or under negotiation; model provisions and explanatory notes. *Retrievability:* By country.

NHW/ISP-355

Systems Development

Description: Information on the review and redesign of the Income Security Programs delivery systems and procedures, including information related to the telecommunications system. *Topics:* Systems studies; projects; reports and recommendations; EDP telecommunications system.

NHW/ISP-360

Canada Pension Plan Advisory Committee

Description: Information on the Committee's administrative aspects. *Topics:* Appointments to the Advisory Committee; sub-committee and committee reports.

NHW/ISP-365

Legislation — Interpretation; Application; Appeals Administration

Description: Information on legislative interpretations and related administrative policy; appeals administration; public information programs; federal-provincial agreements and access to information and privacy legislation; policies and procedures. *Topics:* Income Security Programs legislative interpretations and related administrative policies and directives; information programs and advertising; annual reports; appeals administration; federal-provincial agreements; access to information and privacy.

NHW/ISP-370

EDP Programs Co-ordination and Maintenance

Description: Information on EDP programs and systems used in the administration of Income Security Programs; information on administrative aspects of regional programs co-ordination related to delivery of Family Allowances, Old Age Security and *Canada Pension Plan* benefits. *Topics:* Internal memoranda, directives procedures and guidelines on regional programs operations; *Canada Pension Plan* and International Agreements EDP systems; Family Allowances cheque issue system and on-line index retrieval system; Old Age Security and Guaranteed Income Supplement cheque issue system and on-line index retrieval system; Guaranteed Income Supplement and Revenue Canada Taxation Discrepancy Verification system.

NHW/ISP-375

Regional Operations — Client Services

Description: Information on the entitlement, payment and maintenance of accounts for the Family Allowances, Old Age Security and *Canada Pension Plan* benefits. *Topics:* Internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of accounts for regular Family Allowances and Special Allowances; Old Age Security, Guaranteed Income Supplement and Spouse's Allowances; Retirement, Survivors', Orphans' and death benefits. For individual applicant and beneficiary records, application should be made under the *Privacy Act*.

NHW/ISP-380

Disability Operations — Benefit Administration

Description: Information on the determination of disability (medical) for purposes of administering the *Canada Pension Plan* disability benefits. *Topics:* Historical information on development of medical aspects of the plan; liaison with medical groups, associations and disability programs other than *Canada Pension Plan*. For individual applicant and beneficiary records, application should be made under the *Privacy Act*.

NHW/ISP-385

Canada Pension Plan Benefit Administration — National Operations

Description: Information on the record of earnings and contributions of *Canada Pension Plan* contributors; contributor information project; entitlement, payment level and maintenance data of dual contributors; division of unadjustable pensionable earnings and (credit splitting) accounts; child rearing drop-out accounts; assignment accounts; continuous manual cheque issue accounts. *Topics:* Internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of above-mentioned accounts. For individual applicant and beneficiary records, application should be made under the *Privacy Act*. Procedures on the maintenance of record of earnings and contributors; accounting data and T4 issuance data.

NHW/ISP-390

International Operations

Description: Information on the development and implementation of administrative arrangements and operational accords related to International Social Security Agreements; the entitlement, payment and maintenance of International Agreement Accounts for Old Age Security and *Canada Pension Plan* benefits. *Topics:* Administrative arrangements and operational accords; internal memoranda, directives, procedures and guidelines on the documentation, adjudication, entitlement, processing and maintenance of accounts for the Old Age Security and *Canada Pension Plan* programs; International Social Security Agreement booklets. For individual applicant and beneficiary records, application should be made under the *Privacy Act*. *Retrievability:* By country.

NHW/SSP-395

Canada Assistance Plan

Description: Information on the administration of the *Canada Assistance Plan*, Part I and Part III, *Vocational Rehabilitation of Disabled Persons Act*, *Blind Persons Act*, *Disabled Persons Act*, Nursing Home Care Benefits Agreements, Indian Welfare Agreement (Ontario), Young Offenders Agreements, and section 44.25 of the *Excise Tax Act;* shareability of provincial program initiatives; changes and provincial costs; and accountability for annual transfer payments. *Topics:* Disabled Persons Allowance; Blind Persons Allowance; grants and welfare organizations; nursing home care; young offenders; vocational rehabilitation of disabled persons; research in vocational rehabilitation; welfare services and work activity; old age assistance; unemployment assistance; remission orders.

NHW/SSP-399

Child Care and Family Violence

Description: Consultation and information services and policy development activities in the areas of child care, family violence, elder abuse, child abuse and child sexual abuse; files on the distribution of funds to community groups, professional associations, union locals, educational institutions, etc., through the Child Care Initiatives Fund and the Family Violence and Child Sexual Abuse Initiatives. *Topics:* All of the above subjects.

NHW/SSP-400

New Horizons

Description: Files on the distribution of New Horizons funds to groups of older retired Canadians. *Topics:* Information and liaison; program development; and operations.

NHW/SSP-405

Social Services Development

Description: Consultation and information services and policy development activities in the areas of disabled persons and international and interprovincial adoptions. *Topics:* All of the above services.

NHW/SSP-410

Welfare Grants

Description: Information on the funding of fellowships and research projects and national voluntary social service organizations. *Topics:* National welfare fellowships; welfare research fellowships; welfare research projects; pilot projects; national non-profit organization projects; special projects; human resource development project; Welfare Research Advisory Committee; and national voluntary social service organizations.

NHW/SSP-414

Seniors Independence Program

Description: Files containing information on applications and funded projects submitted by groups and organizations. *Topics:* Health, education and social welfare projects.

NHW/FAS-415

Sport Canada

Description: Information on financial and technical support and services to national agencies and individuals to encourage, promote and develop activities directed toward the pursuit of excellence in amateur sport. *Topics:* Canadian Sport and Fitness Adminstration Centre; National Sport Organizations (single sport); Multi-sport Organizations; Canadian Olympic Association; provincial-federal liaison; Games and meets (Olympic Games; Canada Games; Pan-American Games; World Student Games; Maccabiah Games; Francophone Games; Commonwealth Games; Arctic Winter Games); Terry Fox Humanitarian Award Program; Anti-doping Control Program; Best Ever Program (Summer and Winter); Tribute to the Champions; conferences; corporate sponsorship; sport publications and reports; sport policies and papers; research and evaluation papers; discussion papers, planning guidelines, agreements and/or Memorandum of Understanding on the development of an integrated sport system; financial and technical support, liaison and consultative services to national sport organizations; program guidelines and information; funding to athletes and national sport organizations; violence in sport; research; Fair Play materials; future development of the Canadian sport system.

NHW/FAS-420

Fitness Canada

Description: Information on financial and technical support and services to national organizations and individuals to raise the fitness level of Canadians through increased participation in physical activity, thus encouraging a healthy lifestyle. *Topics:* Provincial and federal liaison; local/regional liaison; consulting firms; educational institutions; national fitness organizations; strategic plans, models and policies; research, planning and evaluation; discussion papers; target-group-specific leadership initiatives; women in sport leadership; financial and technical support to services and programs; promotion/education; requests for fitness publications and Fit-Kit; Canadian Standardized Test of Fitness (CSTF); PARTICIPaction; Canada's Fitweek; Youth Fitness; Fitness and Older Adults; Employee Fitness; Canada Fitness Survey; Canadian Fitness and Lifestyle Research Institute; Secretariat for Fitness in the Third Age; Program for the Disabled; Canada Fitness Award; Skills Program for Management Volunteers; Professional Development Practicum; Fitness Leadership; Canadian Fitness Challenge; Youth Marketing Study; *Conférence des ministres de la jeunesse et des sports des états d'expression française*; Federal-Provincial-Territorial Fitness Committee; consultations with the fitness milieu; fitness publications.

NHW/FAS-421

International Relations (New)

Description: Information on developing and implementing a strategy and program to enhance the international dimension of Canada's sport and fitness policy and relationships in order to assist Canada in maintaining a high level of success and visibility in international sport and fitness circles (both governmental and non-governmental), and to ensure that Canada provides leadership in the international sport and fitness community. *Topics:* International liaison; sport and fitness technical aid program; sport and fitness policy and relationships; sport and fitness technical and administrative assistance programs.

NHW/FAS-425

Other Programs

Description: Fitness and Amateur Sport operates programs that are supported with funds allocated jointly by Fitness Canada/Sport

Canada, another that is designed to promote the activities of Fitness and Amateur Sport generally, and another that assists in the design, implementation and follow-up of the Official Languages Plan. *Topics:* Women's Program; Sport Action Program; Bilingualism Initiatives Program; Marketing Support Program; Program Support (Promotion and Communications; Finance and Administration; Personnel; EDP Systems).

NHW/FAS-430
National Advisory Council on Fitness and Amateur Sport
Description: The National Advisory Council on Fitness and Amateur Sport was established by *The Fitness and Amateur Sport Act* in 1961 as an advisory body of non-public servants to the Minister of State, Fitness and Amateur Sport. The Council consists of up to 30 members, with at least one representative, appointed by Governor in Council, from each province and Territory. The mandate of the Council is to advise the Minister on matters of a program and policy nature and to provide grass-roots feedback on government activities.

NHW/PAB-918
Personnel
Description: See Standard Classes of Records.

NHW/PAB-919
Classification of Positions
Description: See Standard Classes of Records.

NHW/PAB-920
Employment and Staffing
Description: See Standard Classes of Records.

NHW/PAB-921
Human Resources
Description: See Standard Classes of Records.

NHW/PAB-923
Official Languages
Description: See Standard Classes of Records.

NHW/PAB-924
Pensions and Insurance
Description: See Standard Classes of Records.

NHW/PAB-925
Salaries and Wages
Description: See Standard Classes of Records.

NHW/PAB-926
Staff Relations
Description: See Standard Classes of Records.

NHW/PAB-927
Training and Development
Description: See Standard Classes of Records.

Deleted Classes of Records

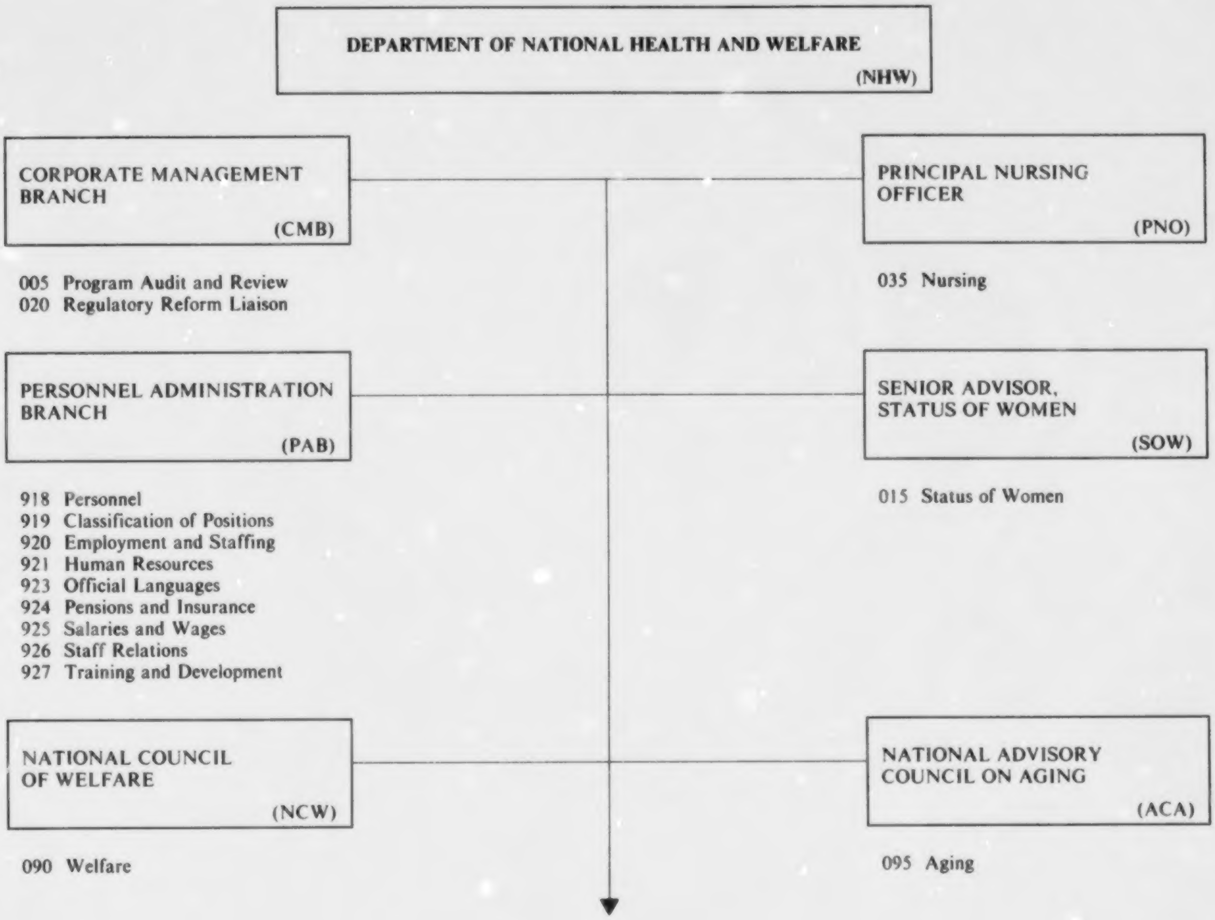
The following classes of records have been incorporated into NHW/PCI-092:

NHW/PCI-010	Privacy Co-ordination
NHW/PCI-030	Access to Information

The information contained in the following classes of records has been incorporated into other classes of records maintained by Health and Welfare Canada:

NHW/PCI-075	Information Systems
NHW/PCI-080	Income Security Policy

HEALTH AND WELFARE CANADA



DEPARTMENT OF NATIONAL HEALTH AND WELFARE (NHW)

CORPORATE MANAGEMENT BRANCH (CMB)

005 Program Audit and Review
020 Regulatory Reform Liaison

PRINCIPAL NURSING OFFICER (PNO)

035 Nursing

PERSONNEL ADMINISTRATION BRANCH (PAB)

918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

SENIOR ADVISOR, STATUS OF WOMEN (SOW)

015 Status of Women

NATIONAL COUNCIL OF WELFARE (NCW)

090 Welfare

NATIONAL ADVISORY COUNCIL ON AGING (ACA)

095 Aging

HEALTH AND WELFARE CANADA

INTERGOVERNMENTAL AND INTERNATIONAL AFFAIRS BRANCH

(IIA)

040 International Health
045 International Social Affairs
050 Non-governmental Organizations
060 Federal-Provincial-Territorial and Interdepartmental Liaison
065 Management Information

POLICY, COMMUNICATIONS AND INFORMATION BRANCH

(PCI)

POLICY DEVELOPMENT DIRECTORATE

076 Social Policy
085 Health Policy

COMMUNICATIONS DIRECTORATE

087 Communications Planning and Operations
088 Media and Public Relations

INFORMATION SYSTEMS DIRECTORATE

089 Health Information
091 Social Security Information
092 Information Access and Co-ordination
093 Library Services

FITNESS AND AMATEUR SPORT BRANCH

(FAS)

415 Sport Canada
420 Fitness Canada
421 International Relations
425 Other Programs
430 National Advisory Council on Fitness and Amateur Sport

HEALTH AND WELFARE CANADA

HEALTH PROTECTION BRANCH (HPB)

FOOD DIRECTORATE

105 Food
110 Chemical Safety
115 Microbial Hazards
120 Nutrition

DRUGS DIRECTORATE

125 Non-prescription Drugs
130 Human Prescription Drugs
135 Cosmetics
140 Veterinary Drugs
145 Biological Drugs
150 Narcotics, Controlled and Restricted Drugs

LABORATORY CENTRE FOR DISEASE CONTROL

155 Tobacco
165 Epidemiology
170 Poison Control
175 Suspected Adverse Drug Reactions
180 Medical Biochemistry
185 Microbial Diseases
240 Quarantine Services

ENVIRONMENTAL HEALTH DIRECTORATE

160 Psychoactive Drugs
190 Chemical Hazards
195 Medical Devices
200 Occupational Radiation Hazards
205 Environmental Radioactivity Hazards
210 Consumer and Clinical Radiation Hazards

FIELD OPERATIONS DIRECTORATE

215 Field Activities — Food, Drugs, Cosmetics and Devices

FEDERAL CENTRE FOR AIDS

218 Federal Centre for AIDS

MEDICAL SERVICES BRANCH (MSB)

INDIAN AND NORTHERN HEALTH SERVICES DIRECTORATE

220 Indian and Northern Health Services

HEALTH ADVISORY SERVICES DIRECTORATE

225 Public Service Health
230 Prosthetic Services
235 Immigration
245 Regulatory Services
250 Civil Aviation Medicine
255 Emergency Services

HEALTH SERVICES AND PROMOTION BRANCH (HSP)

SENIORS SECRETARIAT

259 Seniors Secretariat

HEALTH SERVICES DIRECTORATE

260 Health Technology
265 Community Health
270 Mental Health
285 Training of Health Personnel
290 Rehabilitation
295 Dental Health
305 Abortion

HEALTH PROMOTION DIRECTORATE

275 Family and Child Health
310 Nutrition
315 Tobacco
320 Alcohol and Other Drug Abuse
326 Health Promotion in the Workplace
330 Health Promotion Contribution Program
331 Women and Health
332 Heart Health
333 Health Promotion Knowledge Development

EXTRAMURAL RESEARCH PROGRAMS DIRECTORATE

335 National Health Research and Development Program (NHRDP)

HEALTH AND WELFARE CANADA

SOCIAL SERVICE PROGRAMS BRANCH

(SSP)

395 Canada Assistance Plan
399 Child Care and Family Violence
400 New Horizons
405 Social Services Development
410 Welfare Grants
414 Seniors Independence Program

INCOME SECURITY PROGRAMS BRANCH

(ISP)

340 Policy, Legislation and Planning
345 Statistics and Trends Analysis
350 Agreements — International Social Security
355 Systems Development
360 Canada Pension Plan Advisory Committee
365 Legislation — Interpretation; Application; Appeals Administration
370 EDP Programs Co-ordination and Maintenance
375 Regional Operations — Client Services
380 Disability Operations — Benefit Administration
385 Canada Pension Plan Benefit Administration — National Operations
390 International Operations

ACCESS TO INFORMATION CENTRE
DEPARTMENT OF NATIONAL
HEALTH AND WELFARE
BROOKE CLAXTON BUILDING, ROOM 1350
TUNNEY'S PASTURE
OTTAWA, ONTARIO
K1A 0K9

Chapter 51

IMMIGRATION AND REFUGEE BOARD

A. GENERAL INFORMATION

Historical Background

The new Immigration and Refugee Board (IRB) was created by a series of amendments to the *Immigration Act*, 1976.

Responsibilities

The Board is an independent administrative tribunal. It consists of two distinct divisions: the Convention Refugee Determination Division (CRDD), legislatively defined as the "Refugee Division", and the Immigration Appeal Division (IAD), referred to in the Act as the "Appeal Division". The two divisions of the IRB are independent of each other in their decision-making, but they are affiliated administratively. The IAD hears appeals relating to the removal orders and to refusals of applications for landing from sponsored, "family class" members, while the CRDD deals exclusively with refugee claims. Between them, the two divisions thus take on all the functions of the former Refugee Status Advisory Committee and Immigration Appeal Board.

Legislation

- An Act to amend the Immigration Act, 1976, S.C. 1988
- Convention Refugee Determination Division Rules, 1988
- Immigration Appeal Board Rules (Appellate), 1981
- Immigration Regulations, 1978

Organizational Units and their Role

The Board's chief executive officer is the Chairman. One member from the Refugee Division and another from the Appeal Division are designated as Deputy Chairmen. Assistant Deputy Chairmen head both divisions of the IRB in its regional centres. Members are appointed to cover all major centres across Canada as required by workflows. The Refugee Division may have up to 65 full-time permanent members, plus part-time and temporary members as needed, while the Appeal Division may consist of not more than 30 permanent members, as well as any number of temporary members required by workloads. CRDD members are ex officio members of the IAD, but the reverse is not the case.

The Immigration Appeal Division (IAD)

The former Immigration Appeal Board had a dual responsibility for immigration appeals and refuge redetermination. The new Board's Appeal Division is a court of record which has jurisdiction to deal with immigration appeals only.

The Convention Refugee Determination Division (CRDD)

Refugee determination in Canada was formerly a prerogative of the Minister of Employment and Immigration, acting upon the advice of an advisory body, the Refugee Status Advisory Committee (RSAC). Under the amended *Immigration Act*, the RSAC has ceased to exist and the Refugee Division of the IRB, which is an independent quasi-judicial body, assumes responsibility for adjudicating refugee claims in Canada.

Operations

The support organization for board operations is highly decentralized. While a Director General of Operational Policy and Planning at IRB headquarters provides overall supervision of administrative support to both the Appeal and Refugee Divisions, each regional operation is headed by a regional director, who has direct responsibility for all facets of the administrative support provided by that region.

Documentation, Research and Information

The Immigration and Refugee Board Documentation Centre will supply the information needs of both the Immigration Appeal Division and the Convention Refugee Determination Division, and will serve as a public affairs and education resource in refugee and migration matters. The Documentation Centre will also assist IRB spokespersons in promoting knowledge of the functions and responsibilities of the Board and will actively develop and implement training programs. Its resources will be open and accessible to the public, and it will respond to queries on refugee matters from interested parties.

Legal Services

The Legal Services Unit compiles and maintains an index of the Board's jurisprudence for the use of the members and staff of the Board and the general public. The index contains case law from the Federal Court and the Supreme Court of Canada. The unit also summarizes selected decisions for publication by the Canadian Law Information Council and provides advice or opinion in matters of procedure, substantive issues of law, or the interpretation of legislative provisions. Legal Services files and serves Notices of Intention to participate in the argument of appeals and applications before the Federal Court, as amicus curiae in appropriate cases.

Finance, Personnel and Administration

This branch consists of three major components.

The **Financial Section** is responsible for the application of financial policies, systems and procedures in accordance with government acts, regulations and central agency directives. This section provides training and information to management, members and support staff at head office and regional offices.

The **Personnel Section** ensures that the IRB is appropriately staffed with qualified people and that problems associated with remuneration and staff relations are managed efficiently and fairly.

The **Administration Section** is responsible for the adherence to and/or development of policies, procedures and systems in accordance with central agency directives and Board policy.

Manuals

- Briefing Book for Members
- CRDD Member's Handbook
- Finance and Administration Manual
- IRB Procedures: Case Processing
- Personnel Manual
- Procedures Manual for Refugee Hearing Officers
- "STAR" (System for Tracking Appeals and Refugees) User Manual

Additional Information

Requests for further information about the Immigration and Refugee Board, its programs and functions, may be directed to:

Director, Documentation Centre
Immigration and Refugee Board
2nd Floor, 116 Lisgar Street
Ottawa, Ontario
K1A 0K1
(613) 996-5364

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Immigration Appeal Board
2nd Floor, 116 Lisgar Street
Ottawa, Ontario
K1A 0K1
(613) 995-3514

Reading Room

The Board's libraries have been designated under section 71 of the *Access to Information Act* as reading rooms where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. Their addresses are:

Headquarters

2nd Floor, 116 Lisgar Street
Ottawa, Ontario
K1A 0K1

Quebec

1st Floor, East Tower
Guy Favreau Complex
200 René Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4

Ontario

5th Floor, 1 Front Street West
Toronto, Ontario
M5J 1A5

Manitoba

3rd Floor, 185 Carlton Street
Winnipeg, Manitoba
R3C 3J1

British Columbia

800 Burrard Street, Suite 1600
Vancouver, British Columbia
V6Z 2J9

Classes of Records

IRB/OPS-005 *Formerly identified as:* IAB/OPS-005
Immigration Appeal Board Case Files
Description: The record of appeals and applications for refugee status determination made before January 1, 1989, to the former Immigration Appeal Board. *Topics:* Information, evidence, exhibits, arguments and submissions upon which the Board makes its decisions. *Retrievability:* Records arranged by individual.

IRB/OPS-010
Immigration Appeals (IAD) (New)
Description: The record of all appeals made to the Board's Immigration Appeal Division. *Topics:* Information, evidence, exhibits, arguments and submissions used by the Board to make decisions; system for scheduling and tracking cases and reporting statistics. *Retrievability:* Records arranged by individual.

IRB/OPS-015
Convention Refugee Claims (CRDD) (New)
Description: The record of claims to Convention refugee status made before the Board's Convention Refugee Determination Division. *Topics:* Information, evidence, exhibits, arguments and submissions upon which the Board makes its decisions; system for scheduling and tracking cases and reporting statistics. *Retrievability:* Records arranged by individual.

IRB/OPS-020
Refugee Determination Process (New)
Description: Information on the refugee determination process that is carried out before the Convention Refugee Determination Division of the IRB. *Topics:* Practices and procedures for hearing room administration; practices and procedures for interpreters and refugee hearing officers; practices and procedures related to preparing cases for hearings; orders, decisions and reasons; detained persons; and transcripts. *Retrievability:* Records arranged by subject.

IMMIGRATION AND REFUGEE BOARD

IRB/OPS-025 *Formerly identified as:* IAB/OPS-015
Appeals Process
Description: Information on the conduct of hearings into appeals and related matters before the former Immigration Appeal Board or the Appeal Division of the IRB. *Topics:* Practices and procedures for court administration; practices and procedures for court reporters and interpreters; practices and procedures related to preparing cases for hearings; judgments and orders; detained persons; reasons; and transcripts. *Retrievability:* Records arranged in alphabetical order.

IRB/LEG-040 *Formerly identified as:* IAB/OPS-010
Immigration Refugee Board Index
Description: Information on the jurisprudence of the Board. *Topics:* Precedents and significant decisions of Immigration Appeal Board, Federal Court, Supreme Court.

IRB/LEG-045 *Formerly identified as:* IAB/OPS-020
Judicial Information
Description: Information on the application of related legislation, interpretations and decisions of other courts, legal processes and rules of procedure. *Topics:* Acts; orders and regulations; enquiry proceedings; administrative law organizations; interpretations and decisions of the Federal and the Supreme Court.

IRB/DOC-050
Research Information (New)
Description: Canadian-produced information on the human rights conditions in the country of origin of refugee claimants to Canada. *Topics:* Country profiles; issue papers. *Retrievability:* Records arranged in alphabetical order.

IRB/DOC-055
Public Affairs Information (New)
Description: Information given on the functions and responsibilities of the IRB, refugee questions and migration matters. *Topics:* Press releases; videotapes; and speeches. *Retrievability:* Records arranged in alphabetical order.

IRB/ADM-903 *Formerly identified as:* IAB/ADM-903
Administrative and Management Services
Description: See Standard Classes of Records.

IRB/ADM-905 *Formerly identified as:* IAB/ADM-905
Buildings and Properties
Description: See Standard Classes of Records.

IRB/ADM-906 *Formerly identified as:* IAB/ADM-906
Buildings
Description: See Standard Classes of Records.

IRB/ADM-909 *Formerly identified as:* IAB/ADM-909
Equipment and Supplies
Description: See Standard Classes of Records.

IRB/ADM-911 *Formerly identified as:* IAB/ADM-911
Office Appliances
Description: See Standard Classes of Records.

IRB/ADM-912 *Formerly identified as:* IAB/ADM-912
Procurement
Description: See Standard Classes of Records.

IRB/ADM-914 *Formerly identified as:* IAB/ADM-914
Finance
Description: See Standard Classes of Records.

IRB/ADM-915 *Formerly identified as:* IAB/ADM-915
Accounts and Accounting
Description: See Standard Classes of Records.

IRB/ADM-916 *Formerly identified as:* IAB/ADM-916
Audits
Description: See Standard Classes of Records.

IRB/ADM-917 *Formerly identified as:* IAB/ADM-917
Budgets
Description: See Standard Classes of Records.

IRB/ADM-918 *Formerly identified as:* IAB/ADM-918
Personnel
Description: See Standard Classes of Records.

IRB/ADM-919 *Formerly identified as:* IAB/ADM-919
Classification of Positions
Description: See Standard Classes of Records.

IRB/ADM-920 *Formerly identified as:* IAB/ADM-920
Employment and Staffing
Description: See Standard Classes of Records.

IRB/ADM-921 *Formerly identified as:* IAB/ADM-921
Human Resources
Description: See Standard Classes of Records.

IRB/ADM-923 *Formerly identified as:* IAB/ADM-923
Official Languages
Description: See Standard Classes of Records.

IRB/ADM-924 *Formerly identified as:* IAB/ADM-924
Pensions and Insurance
Description: See Standard Classes of Records.

IRB/ADM-925 *Formerly identified as:* IAB/ADM-925
Salaries and Wages
Description: See Standard Classes of Records.

IRB/ADM-926 *Formerly identified as:* IAB/ADM-926
Staff Relations
Description: See Standard Classes of Records.

IRB/ADM-927 *Formerly identified as:* IAB/ADM-927
Training and Development
Description: See Standard Classes of Records.

Deleted Classes of Records

The classes of records held by the former Immigration Appeal Board are now held by the Immigration and Refugee Board and appear in this chapter.

IMMIGRATION AND REFUGEE BOARD

IMMIGRATION AND REFUGEE BOARD (IRB)

OPERATIONS (OPS)

005 Immigration Appeal Board Case Files
010 Immigration Appeals / IAD
015 Convention Refugee Claims / CRDD
020 Refugee Determination Process
025 Appeals Process

LEGAL SERVICES (LEG)

040 Immigration Refugee Board Index
045 Judicial Information

DOCUMENTATION CENTRE (DOC)

050 Research Information
055 Public Affairs Information

ADMINISTRATION (ADM)

903 Administrative and Management Services
905 Buildings and Properties
906 Buildings
909 Equipment and Supplies
911 Office Appliances
912 Procurement
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

ACCESS TO INFORMATION
CO-ORDINATOR
IMMIGRATION APPEAL BOARD
2^{nd} FLOOR, 116 LISGAR STREET
OTTAWA, ONTARIO
K1A 0K1

Chapter 52

INDIAN AND NORTHERN AFFAIRS CANADA

A. GENERAL INFORMATION

Historical Background

The Department of Indian Affairs and Northern Development was established under section 15 of the *Government Organization Act*, 1966, now the *Department of Indian Affairs and Northern Development Act* (R.S.C. 1970 chapters I-7 as amended). The Department is, in effect, an amalgamation of the responsibilities of the then Department of Northern affairs and Natural Resources and the then Department of Citizenship and Immigration.

Responsibilities

The Department is responsible for promoting the interests of Canada's Indian and Inuit peoples, ensuring that lawful obligations to them are met, and settling outstanding claims related to their traditional use and occupancy of lands. It is also responsible for encouraging the orderly economic and political development of the Yukon and the Northwest Territories. Increasingly though, the Department is devolving its powers and responsibilities to the native peoples and territorial governments directly concerned.

Legislation

- Alberta Natural Resources Act
- Arctic Waters Pollution Prevention Act
- British Columbia Indian Cut-Off Lands Settlement Act
- British Columbia Indian Reserves Mineral Resources Act
- Canada Lands Surveys Act
- Canada Petroleum Resources Act
- Caughnawaga Indian Reserve Act
- Condominium Ordinance Validation Act
- Cree-Naskapi (of Quebec) Act
- Department of Indian Affairs and Northern Development Act
- Dominion Water Power Act
- Fort Nelson Indian Reserve Minerals Revenue Sharing Act
- Grassy Narrows and Islington Indian Band Mercury Pollution Claims Settlement Act
- Indian Act
- Indian Lands, Settlement of Differences Act
- Indian Oil and Gas Act
- Indian (Soldier Settlement) Act
- James Bay and Northern Quebec Native Claims Settlement Act
- Land Titles Act
- Manitoba Natural Resources Act
- Manitoba Supplementary Provisions Act
- Natural Resources Transfer (School Lands) Amendment Act
- New Brunswick Indian Reserves Agreement Act
- Newfoundland National Park Act
- Northern Canada Power Commission (Share Issuance and Sale Authorization) Act
- Northern Canada Power Commission Yukon Assets Disposal Authorization Act
- Northern Inland Waters Act
- Nortwest Territories Act
- Nova Scotia Indian Reserves Agreement Act
- Oil and Gas Production and Conservation Act
- Public Lands Grants Act
- Railway Belt Act
- Railway Belt and Peace River Block Act
- Railway Belt Water Act
- St. Peter's Indian Reserve Act
- St. Regis Indian Reservation Act
- Saskatchewan and Alberta Roads Act
- Saskatchewan Natural Resources Act
- Sechelt Indian Band Self-Government Act
- Songhees Indian Reserve Act
- Territorial Lands Act
- Waterton Glacier International Peace Park Act
- Western Arctic (Inuvialuit) Claims Settlement Act
- Yukon Act
- Yukon Placer Mining Act
- Yukon Quartz Mining Act

Organizational Units and their Role

Self-Government Sector

The objective of the Self-Government Sector is to implement the Government's intentions to alter fundamentally the relationship between the native peoples and the government of Canada through community-specific self-government models which recognize the cultural, organizational and regional difference among native peoples.

The Sector provides a focus for development of constitutional proposals, new legislation, legislative amendments and policy adjustments required for self-government. It investigates, researches and consults on major government initiatives to restructure the administrative contact between Indian communities and the government of Canada.

The Sector is divided into three branches: Policy and Constitution, Self-Government Negotiations, Financial Transfer Arrangements, and Implementation and Operations.

The **Policy and Constitution Branch**, consisting of two directorates, the Policy Directorate and the Constitution Directorate, is responsible for developing policies and strategies relating to self-government, comprehensive claims, and related implementation matters. It provides advice on constitutional matters, especially those relating to aboriginal rights and treaty issues; assesses positions regarding the interpretation of existing policies and constitutional provisions; and takes the lead in the Department's input on international aboriginal and human rights issues.

The **Self-Government Negotiations Branch** conducts community-based negotiations on self-government which result in self-government agreements that are implemented through legislation. These negotiations are tailored to the diverse needs and traditions of Indian people and are conducted in response to community initiatives.

The **Financial Transfer Arrangements, Implementation and Operations Branch** is responsible for the preparation of general plans for the implementation of self-government agreements. This branch is also responsible for monitoring the fulfillment of departmental financial obligations and other commitments with respect to self-government agreements. It consists of two directorates: the Operations Directorate and the Financial Transfer Arrangements and Implementation Directorate.

Economic Development Sector

The mandate of the Sector is to assist Indian and Inuit people and their institutions to increase skill, commercial, industrial and resource development activities in support of their economic and employment goals.

The activities of the Economic Development Sector are directed towards improving the participation of native people in the Canadian economy as entrepreneurs and employees through the mechanism of development institutions. It responds to the needs and aspirations of native communities, institutions and individuals by providing policies, programs, advocacy and interdepartmental and intergovernmental co-ordination. It assists bands in the management of natural resources, both renewable and non-renewable, for the use and benefit of the respective band and it manages statutory requirements and regulations pursuant to the *Indian Act* with regard to minerals and oil and gas resources on reserves. It provides data and information on the resource and economic base of Indian lands.

The Economic Development Sector consists of three branches: Planning and Operations, Indian Oil and Gas Canada, and Policy.

The **Planning and Operations Branch** is responsible for overseeing and co-ordinating the regional implementation of economic development strategies and programs which assist Indian and Inuit individuals, bands, communities and business enterprises. The Branch directly assists Indian and Inuit Bands and communities to identify and utilize on-reserve mineral and natural resource holdings as well as to obtain benefits from off-reserve resource development. The Branch is divided into the following directorates: Economic Programs, Resource Development, Strategic Planning and Information Systems.

The **Indian Oil and Gas Canada Branch** has a mandate to provide Indian bands with advice and technical support and services, and to ensure the indentification, disposal, exploration, development and administrative protection of the bands' oil and/or gas resources and rights. In this regard, Indian Oil and Gas Canada is accountable under the Minister's statutory responsibility to obtain optimum benefits of involvement, employment and revenues for the Indian people. The Indian Oil and Gas Canada Branch comprises four distinct but interlocking divisions: Oil and Gas Technical; Land; Finance and Royalty Accountability; and Administration and Training.

The **Policy Branch** is responsible for developing policy, legislative and program strategy in the Economic Development Sector and for carrying out substantive analysis and reviews. The Branch also develops proposals and conducts consultations with Indian organizations, with the private sector, including financial instititions, and with provincial governments and federal departments.

Indian Services Sector

The objectives of this sector, in keeping with the principles of self-development, access to opportunity, responsibility and joint participation within Canadian society, is to assist and support Indians and Inuit in achieving their educational, cultural, social and community development needs and aspirations. The Indian Services Sector includes the four following branches.

The **Band Support and Capital Management Branch** provides assistance for Indians living on reserves by providing funds for the construction, operation and maintenenace of capital facilities on reserves, and for technical support and training to bands. The Branch encourages and financially supports local control of, and accountability for, Indian programs and services. The Branch is divided into four directorates: Housing, Band Support Programs, Capital Management, and Transfer Payments Management.

The **Education Branch** ensures that on-reserve Indian children have access to elementary and secondary schooling throughout the ordinary school years. It supports Indian students in postsecondary education, supports counselling services, and assists cultural education centres.

The **Social Development Branch** provides funds for social assistance and related services, funds for administering and purchasing child and family welfare services, and for adult care rehabilitation services. Advice and training are provided to assist Indian communities in administering their own services. The Branch includes the Social Services Directorate, the Social Assistance Directorate, and the Resource Allocation and Management Information Systems Directorate.

The **Program Planning Branch** designs and co-ordinates processes in the Department for operational planning, work planning, monitoring and control, and related management practices. The Branch co-ordinates the Directory of Services, Band Service Profile, and the Directives Management System for the Indian Services Sector.

Lands, Revenues and Trusts Sector

The Sector's mandate is to fulfill the legal obligations of the Government of Canada in matters regarding Indians and the lands reserved for Indians (not including the development of natural resources), and to analyze, negotiate and settle specific Indian land claims. The Lands, Revenues and Trusts Sector consists of five branches.

The **Lands and Environment Branch** develops national policies for the management of reserve lands and negotiates, as well as administers, leases, permits and various other contracts for the rights to use or occupy these lands. The Branch provides support to Indian people enabling them to respond to the environmental protection challenges posed by the impact of renewable and non-renewable resource development projects, environmental occurrences such as the dumping of contaminants, and other related activities both on and off-reserve. It also ensures that Canada's obligations under the Manitoba Northern Flood Agreement are met.

The **Membership, Revenues and Band Governance Branch** ensures that obligations and responsibilities set out in the *Indian Act*, treaties and other agreements between bands and the Department are met by providing for the management and control of Indian monies and the administration of responsibilities regarding elections, estates, by-laws, treaty obligations and entitlement to Indian status.

The **Specific Claims Branch** reviews specific claims that have been presented to the government to identify the historical and factual elements of the claims, and secures advice from the Department of Justice regarding federal obligations and the basis for compensation. Specific claims are based on complaints from Indian people about the federal government's past administration of Indian lands and other assets under various acts, treaties or other agreements. The Branch represents the Minister and the federal government, in the negotiation of specific claims settlements with Indian bands across the country.

The **Legal Liaison and Support Branch** provides policy and research support in response to a rising incidence of litigation cases involving Indian issues. Funds may be provided by the Test Case Funding Program for the Indian party to appeal test cases in order to obtain judicial resolution of difficult Indian-related issues. An additional component of this program provides for funding of test cases related to Bill C-31 issues.

The **Planning and Policy Co-ordination Branch** is responsible for the development of policy and legislative initiatives, program planning and reporting, and co-ordination of major program review and organizational restructuring projects. It also co-ordinates sector-wide systems and provides financial, personnel and administrative support to managers within the Land, Revenues and Trusts Sector.

Northern Affairs Program

The Northern Affairs Program, directly or in collaboration with the territorial governments, focusses its activities in the North towards developing fully responsible political and social institutions, promoting sustained economic development, effectively managing the renewable and non-renewable northern natural resources, and protecting the northern environment. It also co-ordinates all federal government activity in the two territories.

The Program has regional offices in the Yukon and in the Northwest Teritories and consists of the three following branches.

The **Constitutional Development and Strategic Planning Branch** is responsible for the formulation, review, co-ordination and implementation of national priorities and strategies for the North; federal/territorial relations; special federal programs for the social, cultural and economic development of northern native people; the formulation and co-ordination of federal positions on northern claims; and the fostering of northern science and research and circumpolar activities. It is also responsible for the Northern Canada Power Commission (NCPC) and for Northern Energy Subsidies in the Northwest Territories. The Branch is comprised of three directorates: Constitutional Development, Circumpolar and Scientific Affairs and Strategic Planning. The Branch is also responsible for administering the Northern Oil and Gas Action Program (NOGAP).

The **Natural Resources and Economic Development Branch** is responsible for economic planning and development, and for administering the Economic Development Agreements in each territory. It encourages exploration and development of non-renewable resource projects, promotes native businesses, and plans for the development of a northern transportation infrastructure, including the construction of northern roads. It is responsible for the co-ordination of federal government review and regulation of major resource development projects. The Branch is accountable for the conservation and orderly development of the water and land resources of the North, the forests in the Yukon, and provides for the protection of the northern natural environment.

The Branch is comprised of six directorates: Northern Renewable Resources, Economic Development and Land Use Planning, Northern Environmental Protection, Socio-economic Agreements and Native Economy, Mining Management and Infrastructure, and Northern Oil and Gas Management and Major Projects. The Branch is also responsible for administering the Northern Environmental Studies Revolving Fund (ESRF).

The **Comprehensive Claims Branch** assesses comprehensive claims submitted by aboriginal groups, develops negotiating mandates, and conducts negotiations on behalf of the Department and the Government of Canada, all according to the Comprehensive Land Claims Policy. It also provides services to native people and departmental officials regarding native claims research and analysis through the Treaties and Historical Research Centre.

Finance and Professional Services Sector

The Finance and Professional Services Sector is responsible for the development, management, operation and maintenance of the Department's resource planning and allocation mechanisms and of related financial administration systems. It provides all departmental automated data processing services, manages the Department's Improvement Management Practices Accountability and Control (IMPAC) initiatives, and assists departmental management to promote and encourage the use of sound management practices, processes and systems. The Sector provides a range of technical and contract services relating to such matters as capital construction projects and the maintenance of capital assets and contract administration. It is also responsible for the conduct of functional and management reviews and special audits.

The following branches make up the Sector: Finance, Contracts, Management Services and Departmental Audit.

The **Finance Branch** is responsible for resource planning, financial reporting and accounting operations within the Department. Its functions include the development and implementation of resourcing and accounting policies, systems and procedures; advice to senior management and regional financial staff on all financial matters; the operation and maintenance of financial systems; and the provision of financial management training.

The **Contract Branch** is responsible for the provision of operational and advisory services related to the development and delivery of the contracting process, including such activities as tender call, requests for proposals, review of responses, contract awards, claims, disputes and contract administration covering construction, consulting and non-consulting contracts.

The goals of the **Management Services Branch** include promoting, fostering and maintaining sound managerial practices, processes and systems within the Department, as well as their assessment, development or integration by undertaking projects and special assignments identified by senior management. The Branch is also mandated to develop the tools that will provide more effective and efficient management. As well, it provides the Department's central information systems and data processing services.

The **Departmental Audit Branch** carries out a systematic review and appraisal of all departmental operations for purposes of advising management as to the efficiency, and cost-effectivemess of internal management policies and controls. The Branch develops and implements departmental audit policies and programs; co-ordinates and executes all departmental audit operations (except band audits); and co-ordinates all audit matters emanating from the offices of the Auditor General, Comptroller General and other central agencies.

Communications Branch

The Communications Branch is responsible for promoting a better understanding of the Department's policies and programs to the general public and various special interest groups. It provides advice to the Minister, the deputy minister and senior management. It also provides a full range of communications services to the operating programs, which include communications planning, media relations, special events, public enquiries, publications, exhibits, and films. At the same time, the Branch is responsible for an internal communications program directed towards departmental employees, for defining departmental communications objectives, and for developing and maintaining communications standards within the Department.

Human Resources Branch

The main responsibilities of the Human Resources Branch are to advise the deputy minister with regard to the management of the department's personnel resources, to formulate the personnel administration program in the Department, and to develop policies and programs designed to enhance the Department's performance in personnel administration and human resources utilization. It also provides support, advice and functional guidance to senior managers and regional personnel officers in relation to the implementation of personnel administration policies, programs and procedures, monitors and evaluates personnel administration activities within the Department, and ensures the quality, effectiveness and statutory compliance of the personnel administration services provided to managers throughout the Department.

Executive Support Services Branch

The Executive Support Services Branch is mandated to direct strategic planning, evaluation, correspondence, briefing and analytical services in support of the Minister, the deputy minister, and the departmental executive generally. This includes co-ordinating the Department's relations with Parliament, Cabinet and the central agencies, as well as managing evaluations in accordance with Treasury Board Office of Comptroller General (OCG) policy, the executive correspondence and briefing system, and special policy or program analyses assigned by the deputy minister.

Canada Oil and Gas Lands Administration

The Canada Oil and Gas Lands Administration (COGLA) has been established to administer the federal regulation relating to oil and gas exploration and the development on frontier lands. It is the principal point of contact for proponents respecting operational matters. COGLA, on behalf of the Minister, negotiates exploration licences, grants permits for drilling work, inspects drilling operations and negotiates related Canadian benefits plans for northern activity. The administrator of COGLA reports to the deputy ministers of Energy, Mines and Resources, and Indian Affairs and Northern Development. Policy direction is provided by the Policy Review Committee, which includes senior personnel from both departments thereby ensuring that oil and gas administration is consistent with both northern and energy policies.

Manuals

(Indian Services)
- Capital Management Manual
- Capital Management Funding and Operational Handbook
- Capital Planning Process
- Classification of Indian Bands by Geographic Zones
- Guidelines for Band Councils (British Columbia)
- Guidelines for Housing (Bristish Columbia)
- How to Get Project Approvals
- Local Government Authorities Manual
- Local Government Finance Manual (British Columbia)
- Local Government Program Development Manual (British Columbia)
- National Housing Act
- National Standards for Child Welfare and Draft Adult Care Standards
- National Standards for the Social Assistance Program, with Corresponding Regional Manuals
- Off-Reserve Housing Regulations
- On-Reserve Housing Operating Manual (British Columbia)
- Program Directive, Indian/Inuit Management Development Program
- Program Circular Appendix D-6-1 on Band Support Operational Guidelines
- Program Circular D-1 on Indian Local Government
- Program Circular D-2 on District Councils
- Program Circular D-4 on Band Operated Local Services
- Program Circular D-5 on Band Employee Benefits Plan
- Program Circular D-5-1 on Band Employee Benefits Operational Guidelines
- Program Dircular D-6 on Band Support Funding
- Program Circulars J-1 to J-5 on Indian Programs
- Program Procedure, Indian/Inuit Management Development Program
- Rental Housing (British Columbia)
- Residential Rehabilitation Assistance Program (RRAP)
- Terms and Conditions for Contribution Agreements
- Terms and Conditions on Housing Regulations — P.C. 1981-810
- Terms and Conditions Respecting the Housing of Individual Indians on Reserves -- P.C. 1980-2753

(Lands, Revenues and Trusts)
- Guide for Membership Administrators
- Indian Estates Manual
- Land Registry Practices Manual
- Land Transactions Manual
- Membership System Field Manual
- Membership System Headquarters User Manual

(Northern Affairs)
- Annual Northern Expenditure Plan Procedures Manual
- Environmental Screening Guidelines
- ESRF Guidelines for Applications for Payment
- ESRF Guidelines for Levies
- ESRF Guidelines for Study Proposals
- Fire Management Manual — Yukon Territory

(Finance and Professional Services)
- Contracts Directives
- Departmental Cost Reference Manual
- DRM 10-3 Departmental Contracts Manual
- Financial Management Manuals (Volumes 1, 2 and 3)

Additional Information

Requests for further information about the Department and its various programs and functions may be directed to:

Communications Branch
Indian and Northern Affairs Canada
Ottawa, Ontario
K1A 0H4
(819) 997-9885

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Indian and Northern Affairs Canada
Ottawa, Ontario
K1A 0H4
(819) 997-0307

Reading Room

Members of the public who wish to inspect manuals used by employees in administering or carrying out programs and activities that affect the public may visit the library of this institution which has been designated as a reading room under section 71 of the *Access to Information Act*. Its address is Room 1400, North Tower, Les Terrasses de la Chaudière, 10 Wellington Street, Hull, Quebec. The *Access Register* and the *Index of Personal Information*, including other aids to finding the information holdings of the Department (e.g. file indexes, information systems manuals etc.), are retained in the Access to Information and Privacy (ATIP) Secretariat. Arrangements to examine these manuals and finding aids as well as documents requested under the *Access to Information Act* should be made through the ATIP Secretariat from 08:30 to 16:30 during working days at:

Room 1015, North Tower
Les Terrasses de la Chaudière
10 Wellington Street
Hull, Quebec
(819)997-0307

Classes of Records

INA/SGP-006
Constitutional Process and Self-Government
Description: Subject issues include Indian/Aboriginal self-government, equality, lands and resources, aboriginal title/rights, treaties/treaty rights, funding (constitutional/Indian self-government/framework legislation), discrimination. *Topics:* Committees, procedures and meetings; FMC aboriginal participants; provincial and territorial organizations; native associations; provinces and territories; aboriginal and treaty rights; self-government; land claims; land and resources; service delivery; legal and constitutional issues; briefings.

INA/SGP-011
Quebec Claims Implementation
Description: Subject issues include Inuit economic development, training and relocation; Cree/Naskapi relocation, band creation, education, economic development, capital and infrastructure development. *Topics:* Killiniq; Great Whale; Economic development — Inuit; Economic development — Cree/Naskapi; Kawawachikamach; electricity; schools and housing — Inuit; five-year plan — Cree Indians; *Cree/Naskapi Act*.

INA/NAP-016 *Formerly identified as:* INA/SGP-016
Comprehensive Claims
Description: Undertaking and supporting research related to the Self-Government Sector and supporting the claims settlement process, comprehensive claims processing and negotiations. *Topics:* Research contracts; research projects; studies; research services and advice on specific historical or claims situations; financial arrangements to enable Indian participation in the federal government's claim resolution; claims issues and negotiations; policy positions; compensation of claims; the claim process; the eligibility of groups submitting claims; obligations; rulings; decisions and precedents; the hiring of consultants to conduct various services related to native comprehensive claims.

INA/ISP-021
Band Management and Funds
Description: Band local services; legal opinions; Orders-in-Council; Cabinet documents, Treasury Board submissions, contribution arrangements; association support; community-based planning, band support funding and band employee benefits. *Topics:* Policy; eligibility; program descriptions; terms and conditions; funding formula/criteria; administrations; and operational guidelines.

INA/ISP-026
Housing
Description: Housing assistance for individual Indians or to Indian band councils. *Topics:* Housing policy; construction or renovations of houses on reserves or designated Indian settlements.

INA/ISP-031
Community Services and Facilities
Description: Community services and facilities for Indian and Inuit communities. *Topics:* Community health and safety needs such as sewers, water, electricity, garbage collection, fire prevention services, road development, and school facilities.

INA/ISP-036
Management Development Training
Description: Provides resources and assistance for management development activities to three groups: Indian and Inuit individuals, bands and communities; post-secondary educational institutions; and Indian/Inuit management training institutes. *Topics:* Training; management support and advice; orientation and information dissemination.

INA/ISP-041
Education
Description: Subjects relating to educational programs for meeting the educational needs of Indian and Inuit people. They include assistance to students, educational programs, surveys and studies, development of curriculum.

INA/ISP-046
Social Development
Description: Covers subjects relating to social development of Indians including assistance and welfare services provided to Indian individuals, namely income maintenance, family and children's services and community social services.

INA/ISP-051
Statistical and Reference Manual
Description: This manual contains statistics, genealogy for Indians and information on the history of the Canadian Indian and Inuit. *Topics:* Statistical information; in-house reports; unpublished research documents and papers; policy statements; procedures and guidelines; genealogical and related historical information; Orders-in-Council; Treasury Board minutes and circulars; program delegations of authority relating to the Indian and Inuit Affairs Program and annual reports.

INA/ISP-056

Regional Desk Books/Band Fact Sheets

Description: The Regional Desk Books are compendiums of current band and regional information, compiled and updated regularly by the unit from existing information systems. *Topics:* Statistical information relating to band population; housing; facilities; socio-economics; education; grants/contributions; band funds; communication/transportation; regional profiles of the departmental organization and its officials; financial summary; native organizations; regional maps.

INA/ISP-061

Program Planning

Description: Covers all national operational plans, workplans and performance reports as well as the Directory of Services, Band Service Profiles and Program Directives for the Indian and Inuit Affairs Program.

INA/FDP-066

Business Development and Financing

Description: Records are kept on the financial, technical and managerial assistance provided to Indians and Inuit for the development and expansion of viable businesses. *Topics:* Indian Economic Development direct and guaranteed loans; contributions, Farm Credit Corporation guaranteed loans; Federal Eskimo Loan Fund; regional maps.

INA/EDP-071

Employment Development

Description: Subjects relating to community employment programs for Indian communities; also information on work programs, opportunities and training. *Topics:* Employment-related training and mobility; employment development.

INA/EDP-076

Resource Development

Description: Hydro dams, heavy oil extraction; coal and metal mining; pipelines; structural minerals.

INA/EDP-081

Institutional Development

Description: Records are kept on the financial and technical support to Indians and Inuit communities involved with economic development institutions and corporations.

INA/EDP-086

Economic Policy and Analysis

Description: The planning and developing of programs, surveys, studies and research designed to identify and demonstrate the importance of certain factors in the promotion of economic development affecting the Indian and Inuit communities. *Topics:* Agriculture; arts and crafts; employment; financial programs; natural resources.

INA/EDP-091

Mineral Resources

Description: Mineral resources on Indian lands. *Topics:* The control, development and management of mined metallic and non-metallic minerals, quarried minerals, sand, gravel and groundwater.

INA/EDP-096

Oil and Gas

Description: Oil and gas resources on Indian lands. *Topics:* All matters relating to the control, development and management of oil and gas.

INA/EDP-101

Evaluation

Description: The evaluation of existing departmental programs and the structuring of evaluation criteria for proposed programs. *Topics:* Education; social services; economic and employment development; community services; cultural programs; renewable and non-renewable resources; northern economic development and environmental protection.

INA/LRT-106

Legislation, Policy and Program Development Information

Description: Resource data and relevant federal, provincial and private sector program and policy information which might affect or influence the administration and management of natural resources on Indian lands.

INA/LRT-111

Lands

Description: Agreements; individual land holdings and estates; islands; land sales, leases; rights-of-way; surveys; and reserves.

INA/LRT-116

Natural Resources

Description: The control, development and management of natural resources, such as forests and furs; the rights of Indians to fishing, hunting, and trapping.

INA/LRT-121

Indian Band Membership

Description: Contains information and documentation pertaining to the membership of persons in Indian bands under the *Indian Act*. *Topics:* Subjects include determination of the entitlement to claim Indian status, Indian enfranchisement protests, marriage to non-Indians, transfer between bands, legitimization of births and divorces. *Special Access Note:* The name of the band concerned should be included with each request.

INA/LRT-126

Policy Co-ordination and Band Government

Description: Co-ordination of Indian band government policy and implementation of land claims settlement, Indian and Inuit Affairs Program (IIAP) input to the drafting of Indian band government legislation and revision of the *Indian Act*. *Topics:* Local Indian government policy co-ordination (e.g., district councils); *Indian Act* revision; Indian band government legislation; implementation of claims settlement co-ordination (e.g., James Bay).

INA/LRT-131

Environmental Impacts

Description: Social-economic-ecological impacts of renewable and non-renewable resource activities such as hydro development, oil and gas extraction: coal and metal mining; pipelines, structural mineral; pollution and pollutants of air, land and waters; pollution causes — garbage, industry, radioactive material, waste disposal; licencing and regulatory hearing interventions; regulations, reports, surveys and studies; offences and violations of environmental laws and regulations.

Topics: Advice and assistance to Indian and Inuit people on environmental occurrences.

INA/LRT-136

Manitoba Northern Flood Agreement

Description: Advice and assistance to Manitoba Indian Bands on the Northern Flood Agreement and related developments of the Churchill Nelson Rivers Diversion Project. *Topics:* Flood and water control; resource development impacts.

INA/LRT-141

Specific Claims

Description: Information on specific processing and negotiations. *Topics:* Claims issues and negotiations; policy positions; compensation of claims; the claims process; rulings, decisions and precedents.

INA/NAP-146

Policy Development

Description: These records contain policy analysis and development. *Topics:* General range of policy issues relating to the federal responsibility in the north.

INA/NAP-151

Program Plans and Planning

Description: A complete source of information on all aspects of government activity in the Yukon and Northwest Territories. *Topics:* Long-range planning; operational planning and plans; strategic planning, work plans and government activities in the north by departments and agencies.

INA/NAP-156

Advisory Committee on Northern Development

Description: The support of the Advisory Committee on Northern Development. *Topics:* Sub-committees on communications, science and technology, transportation, finances, employment of native northerners, northern training programs, agendas, minutes.

INA/NAP-161

Territorial Government Administration

Description: Plans and policies for the administration and development of the Yukon and Northwest Territories governments. *Topics:* Councils of the Yukon and Northwest Territories — debates, elections, members, rules, territorial ordinances and legislative programs. *Special Access Note:* Public ordinances arranged by individual ordinance.

INA/NAP-166

Federal-Territorial Agreements and Arrangements

Description: Agreements and arrangements with the Yukon and Northwest Territories.

INA/NAP-171

Cultures and Customs

Description: The cultures and customs of Inuit people are outlined. *Topics:* Arts and crafts — production, collection, conservation, exhibitions, trademarks, Inuit artists' biographies; Inuit orthography; language and dialect; Inuit music; books and publications about and by Inuit.

INA/NAP-176

Health and Social Services

Description: Health services and social services provided or available to native people in the north. *Topics:* Hospitals and nursing stations.

INA/NAP-181

Education

Description: Educational programs designed to raise the educational level of the native people of the north. *Topics:* Adult education — educational assistance; special and vocational training; language training; teachers and teaching; counselling and guidance; facilities and transportation.

INA/NAP-186

Justice and Law Enforcement

Description: Appointments of judges; justices of the peace; police magistrates; juvenile delinquents; vandalism; police services; legal aid; prisons and prisoners; studies, surveys, reports and statistics.

INA/NAP-191

International Affairs and Relations

Description: International affairs and relations with foreign countries. *Topics:* Arctic science co-operation; human rights; marine science.

INA/NAP-196

Cultural Grants

Description: Grants to outside organizations and individuals for the advancement of the Inuit culture. *Topics:* Exhibit opening and catalogues; arts and crafts; study tours and workshops; arts; music; theatre; dance; films; literature; languages; newspapers; anthropological, sociological studies and tours.

INA/NAP-201

Pipelines

Description: The use of pipelines or tankers in the transportation of oil and gas. *Topics:* Pipeline proposals; Polar Gas Project; Arctic Pilot Project; Norman Wells Project; Esso Beaufort Oil Pipeline.

INA/NAP-206

Tankers

Description: The use of icebreaking tankers to transport oil or liquid natural gas from the Beaufort Sea or Arctic Islands is outlined. *Topics:* Dome Petroleum; Beaufort Sea Developments; Arctic Pilot Project; Norman Wells Project; Trans-Canada Liquefied Natural Gas Project.

INA/NAP-211

Scientific Training Grants

Description: All applications made since 1963 by the various Canadian universities in the Northern Scientific Training Grants Program. *Topics:* Training grants; northern research.

INA/NAP-216

Northern Laboratories

Description: Information pertaining to the laboratories program, its daily management and the annual use of the labs. *Topics:* Igloolik Resource Centre; Inuvik Resource Centre.

INA/NAP-221

Oil and Gas — Transportation — Pipelines — Norman Wells

Description: Information relating to the management and regulation of the Norman Wells project, including policy, environmental and socio-economic terms, conditions and studies. *Topics:* Contribution agreements; surveillance and monitoring studies and reports, committees and company socio-economic plans and business and employment opportunities.

INA/NAP-226

Western Arctic Claims Implementation

Description: Subject files pertaining to the registration of the Western Arctic Inuvialuit Final Agreement and to the implementation of the Western Arctic Inuvialuit claims settlement.

INA/NAP-231

Environmental Protection

Description: The record contains information on the environmental protection of the Canadian North. It also includes a public register of environmentally-screened projects, which is part of the implementation of the federal Environmental Assessment and Review Process (EARP). *Topics:* Pollution and pollutants of air, land and waters; pollution causes — garbage, industry, oil and gas, pipelines, radioactive material, waste disposal; recreation areas; water; projects, regulations, reports, surveys and studies; offences and violations of environmental laws.

INA/NAP-236

Wildlife

Description: Animals — diseases, furs, hides, hunting, hunting licences and permits, predator control, preserves and sanctuaries, traps and trapping, regulations, studies and surveys; birds — diseases, licences, traps, regulations, studies and surveys; fish — culture, diseases, licences, regulations, studies and surveys, reports; insects.

INA/NAP-241

Environmental Studies Revolving Fund (ESRF) Studies

Description: Environmental Studies Revolving Fund (ESRF) Studies are outlined. *Topics:* Physical environmental effects on oil and gas activities; the interaction of such activities with living organisms on the land, in the sea and in the air; the research and development necessary to bring mitigating technologies into effect; the development of long-term biological monitoring; the socio-economic effects of oil and gas activities in terms of employment, training; waves; sea; bottom ice; scour; oil spill research and countermeasures; social issues north; social issues south; effect monitoring; icebergs; bottom sediment transport.

INA/NAP-246

Lands

Description: The protection, conservation, management and administration of territorial lands under the control of the Department are described. *Topics:* Territorial lands, legislation, land use — operations, Arctic land use, planning, inventory; surveys, mapping; reservations; roads, highways; airports, airstrips; recreation, parks; game preserves, sanctuaries, International Biological Program ecological sites; transfers; claims, Indian reserves; pipelines; railways; electric power development; transmission lines; communication facilities; sub-surface rights; studies, assessments; granular materials; waste collection; agriculture; townsites, settlements; group/guard (land identifiers); trespass, Northern Land Use Planning; Ports, Harbours. *Special Access Note:* Claims arranged by individual claims. Arctic land use projects arranged by project name.

INA/NAP-251

Water Resources

Description: Control, development and management of water resources in the north are included. *Topics:* Hydro power; hydrometric network; meteorological and water quality networks; licences; regulations; studies and surveys. *Retrievability:* Licences arranged by location.

INA/NAP-256

Forestry

Description: Control, development, management and protection from fire, of forest resources in the north. *Topics:* Logs and logging; timber — cutting rights, reserves, sawmills, surveys and studies, transportation; accidents and accident prevention and safety programs; forest fires — agreements, behaviour, detection, prevention, suppression and pre-suppression, research, reports; weather forecast and stations. *Special Access Note:* Permit information is available by permit number, name of permittee or location covered by the permit.

INA/NAP-261

Comprehensive Land Use Planning for the Yukon and Northwest Territories

Description: Compiled since the 1981 announcement of the Northern Land Use Planning Policy, this material covers the development and implementation of the program. *Topics:* Structure and organization; northern land use planning publication; planning appraisals; plan implementation; government/native/industry liaison; agreements, commissions; planning areas.

INA/NAP-266

Economic Development

Description: Records contained outline the planning and development of programs to encourage economic development in the north. *Topics:* Agriculture; boating industries; northern businesses and co-operatives; employment and labour; fishing; forestry; industrial development — funds, loans; recreation and tourism; taxation and royalties; energy regulation, distribution and consumption; population growth and structure; northern native employment and relocation, and the social aspects of employment.

INA/NAP-271

Socio-economic Data

Description: Collection, compilation and statistical interpretation of socio-economic data pertaining to the territories. *Topics:* Economic accounts; socio-demographic studies; native affairs; industry sector information; general economic development.

INA/NAP-276

Employment

Description: The information included outlines work force information on northern projects; employers; and socio-economic aspects of northern development. *Topics:* Employment and recruiting; counselling; unions; studies, surveys, reports and statistics; memoranda of understanding.

INA/NAP-281

Mineral Policy

Description: Information on the development of policies to encourage exploration and orderly development of resources in northern Canada. *Topics:* Northern Mineral Policy; native issues; regulatory review; fiscal regime; mineral tax incentives; mineral potential; project assessment and project monitoring; further processing and smelter feasibility studies.

INA/NAP-286
Mining
Description: The disposition and maintenance of mineral rights in the north are outlined. *Topics:* Accidents — prevention and safety; claims; coal; companies; dredging; exploration; exports; geology; inspections; maps and charts; prospecting and prospectors; placer mining (panning); quartz mining; recorders and agents; regulations; research, studies and surveys, reports and statistics; mining leases; territorial coal exploratory licences; mineral production royalties; technical exploratory work reports. *Retrievability:* Prospecting permits are arranged by individual and company name. *Special Access Note:* Placer and quartz dispositions should be identified by claim name and grant number. (Published up-to-date claim reference maps displaying this information are available to the public for this purpose at nominal cost.) Coal and dredging dispositions should be identified by locality and owner.

INA/NAP-291
Mining Engineering and Inspection
Description: The administration and enforcement of mine safety legislation in the Yukon. *Topics:* Inspection reports on mining safety, electrical safety, occupational environment, miners' medical certificates, blasting and magazine permits, and mine rescue certificates. *Retrievability:* Files arranged by name, owner and location of mine.

INA/NAP-296
Exploration and Geological Services
Description: Production and dissemination of geological information on both territories. *Topics:* Published maps and reports, open-file maps and reports, including those submitted for representation work requirements. Also, specialized libraries for air photos and drill cores. *Special Access Note:* Filed by locality, name and owner of mineral property; publication title, author and publisher.

INA/NAP-301
Roads
Description: Information outlined on the planning and management of a new roads policy in the two territories, taking into account economic, environmental and social impacts. *Topics:* Environmental studies; socio-economic considerations; incentives programs; finance; planning, design and construction; alternative modes of transportation. *Special Access Note:* Arranged by road or highway title and subdivided according to construction sub-activity or consideration.

INA/NAP-306
Oil and Gas Lands
Description: Information on the control, development and management of oil and gas lands in the north. *Topics:* Norman Wells Proven Area Agreement; various oil and gas companies; standard data on expenditures and revenues; oil and gas policy in the north; project files.

INA/NAP-311
Major Non-renewable Resource Development Projects
Description: Files on the co-ordination of government activities relating to the assessment and, as appropriate, the implementation of major industrial projects to develop northern non-renewable resources. *Topics:* Oil and gas; mining and other individual development projects.

INA/NAP-316
Hydrocarbon Development
Description: Hydrocarbon development planning and research activities, which are funded under the Northern Oil and Gas Action Program (NOGAP) and which are conducted by the federal and territorial governments. *Topics:* Oil and gas; environment; socio-economics; hydrocarbon transportation; planning and research.

INA/NAP-321
Northern Regulatory Review
Description: Reports, articles and correspondence about regulatory and approval processes north of 60°.

INA/COG-326 *Formerly identified as:* INA/NAP-326
Canada Benefits
Description: Information on the analysis and management of procurement plans submitted by oil and gas operators seeking exploration agreements to ensure benefits to the Canadian economy. *Topics:* Canada benefits packages, employment benefits; east coast, northern regions; industrial benefits; social benefits; project notification; research and development programs; technology transfer.

INA/COG-331 *Formerly identified as:* INA/NAP-331
Environmental Protection
Description: Information on the protection of oil and gas operations in marine and coastal areas from environmental risks, as well as the protection of the environment from the affects of drilling operations. *Topics:* Environmental protection and marine pollution; contingency planning; in-house; industry; international; environmental assessment; Canada Lands; east coast offshore; environmental assessment and review process; environmental studies revolving fund; research and development; biological environment; northern environment; physical environment; physical oceanography; meteorology and climate studies; financial security.

INA/COG-336 *Formerly identified as:* INA/NAP-336
Land Management
Description: Information on the negotiation, issuing and administering of oil and gas exploration and production rights. *Topics:* Mineral rights on Canada Lands; financial accounting; production reports; oil and gas leases; mineral rights on public lands; mining leases; oil and gas leases; reservation of mines and minerals; royalties; titles; production evaluation; guaranty deposits; rights transfer.

INA/COG-341 *Formerly identified as:* INA/NAP-341
Policy Analysis and Co-ordination
Description: Information on the analysis, development and interpretation of policy with respect to the management of oil and gas exploration and development activities on Canada Lands. *Topics:* Provincial oil and gas issues; provincial negotiations; policy review.

INA/COG-346 *Formerly identified as:* INA/NAP-346
Resource Evaluation
Description: Information on the estimation of oil and gas reserves and potential on Canada Lands. *Topics:* Deep seabed resources; deep ocean mining; offshore mining; non-fuel minerals; mineral resource inventory; deep seabed resource management; shelf resources; shelf

mining, ocean resources citation retrieval; geoscientific projects; scientific research; offshore; east coast.

INA/COG-351 *Formerly identified as:* INA/NAP-351
Engineering
Description: Information on the operational and occupational safety of drilling and developing activities on Canada Lands as it relates to the regulatory basis that governs equipment and procedures for drilling and production of oil and gas. *Topics:* Offshore operations; statistics; geological and geophysical reports; diving; drilling; pipelines and transportation; reservoir and reserve studies; offshore structures; technological developments; Ocean Ranger accident; investigations; Royal Commission.

INA/COG-356 *Formerly identified as:* INA/NAP-356
Regulation of Drilling Projects
Description: Information on the management and control of drilling and exploration projects across Canada. *Topics:* Survey applications; geophysical/geological reports; environmental studies; feasibility studies; well history reports.

INA/FPS-366
Construction Consulting and Non-consulting Services Contracts
Description: Information is included on construction and service contracts and the hiring of consultants. *Topics:* Includes all aspects of construction, consulting, non-consulting service contracts; tendering and contract awards; contract claims and disputes; contract training.

INA/FPS-376
Management Services
Description: Includes files and reports produced during projects to assess, develop or integrate management practices, processes and systems. *Topics:* Management practices; management processes; management systems.

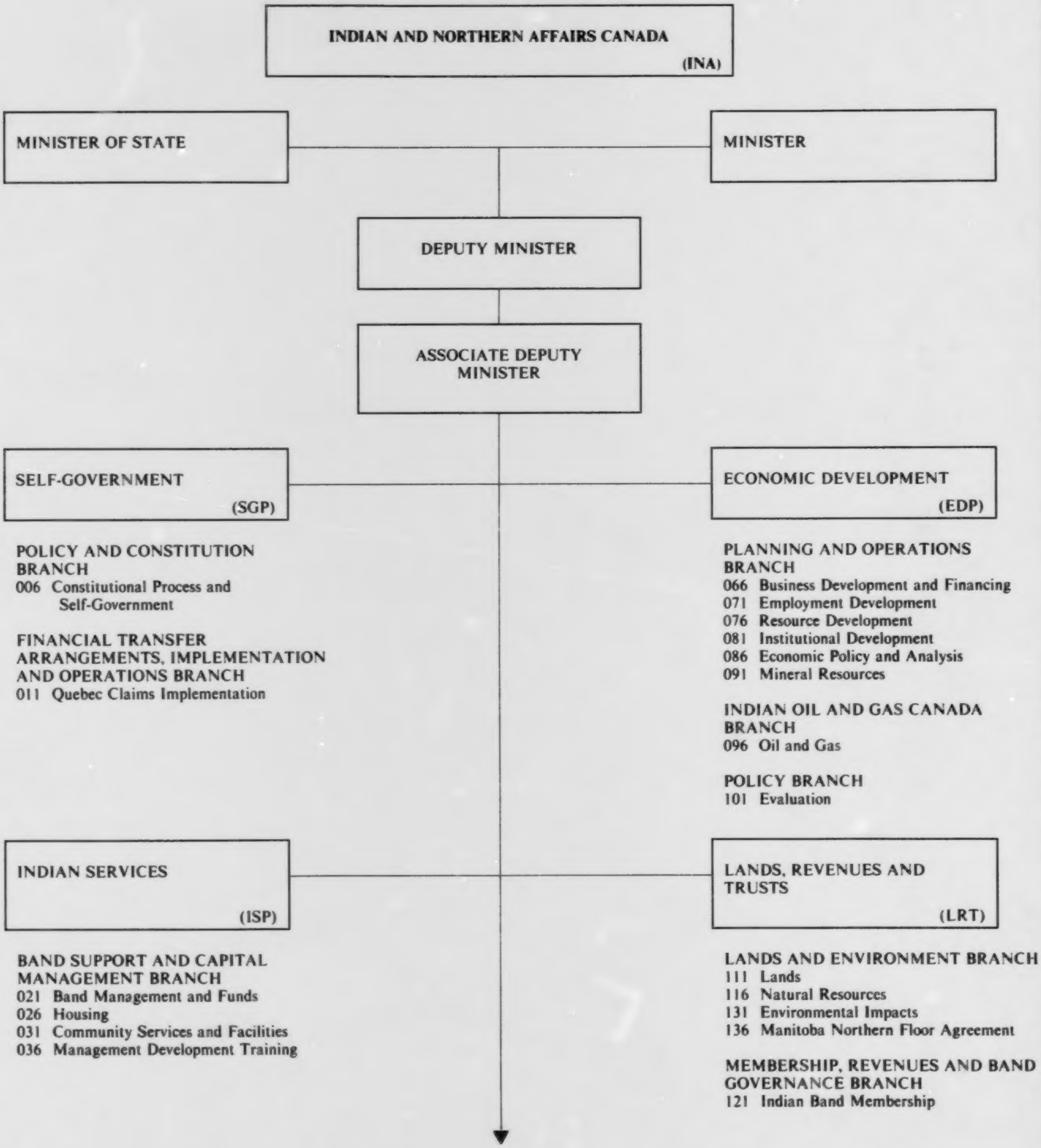
INA/COM-381 *Formerly identified as:* INA/FPS-381
Communications
Description: Public (including media), interprogram, interdepartmental, intergovernmental information and briefing materials; communications planning, evaluation, strategy development and programming. *Topics:* Communications plans, policies, studies, evaluation, programs, meetings and contracts; publications; government/departmental communications guidelines, services, requirements; special communications events; media evaluations; public, media and government requests for information; communications planning for Cabinet; information on departmental mandates, objectives, programs and activities.

INA/FPS-914
Finance (New)
Description: See Standard Classes of Records.

INA/FPS-916
Audits (New)
Description: See Standard Classes of Records.

INA/HRB-921
Human Resources (New)
Description: See Standard Classes of Records.

INDIAN AND NORTHERN AFFAIRS CANADA



INDIAN AND NORTHERN AFFAIRS CANADA (INA)

MINISTER OF STATE

MINISTER

DEPUTY MINISTER

ASSOCIATE DEPUTY MINISTER

SELF-GOVERNMENT (SGP)

POLICY AND CONSTITUTION BRANCH
- 006 Constitutional Process and Self-Government

FINANCIAL TRANSFER ARRANGEMENTS, IMPLEMENTATION AND OPERATIONS BRANCH
- 011 Quebec Claims Implementation

ECONOMIC DEVELOPMENT (EDP)

PLANNING AND OPERATIONS BRANCH
- 066 Business Development and Financing
- 071 Employment Development
- 076 Resource Development
- 081 Institutional Development
- 086 Economic Policy and Analysis
- 091 Mineral Resources

INDIAN OIL AND GAS CANADA BRANCH
- 096 Oil and Gas

POLICY BRANCH
- 101 Evaluation

INDIAN SERVICES (ISP)

BAND SUPPORT AND CAPITAL MANAGEMENT BRANCH
- 021 Band Management and Funds
- 026 Housing
- 031 Community Services and Facilities
- 036 Management Development Training

LANDS, REVENUES AND TRUSTS (LRT)

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- 111 Lands
- 116 Natural Resources
- 131 Environmental Impacts
- 136 Manitoba Northern Floor Agreement

MEMBERSHIP, REVENUES AND BAND GOVERNANCE BRANCH
- 121 Indian Band Membership

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EDUCATION BRANCH
041 Education

SOCIAL DEVELOPMENT BRANCH
046 Social Development

PROGRAM PLANNING BRANCH
051 Statistical and Reference Manual
056 Regional Desk Books/Band Fact Sheets
061 Program Planning

NORTHERN AFFAIRS PROGRAM
(NAP)

COMPREHENSIVE CLAIMS BRANCH
016 Comprehensive Claims

CONSTITUTIONAL DEVELOPMENT AND STRATEGIC PLANNING BRANCH
146 Policy Development
151 Program Plans and Planning
156 Advisory Committee on Northern Development
161 Territorial Government Administration
166 Federal-Territorial Agreements and Arrangements
171 Cultures and Customs
176 Health and Social Services
181 Education
186 Justice and Law Enforcement
191 International Affairs and Relations
196 Cultural Grants
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206 Tankers
211 Scientific Training Grants
216 Northern Laboratories
221 Oil and Gas — Transportation — Pipelines — Norman Wells
226 Western Arctic Claims Implementation

SPECIFIC CLAIMS BRANCH
141 Specific Claims

PLANNING AND POLICY CO—ORDINATION BRANCH
106 Legislation, Policy and Program Development Information
126 Policy Co-ordination and Band Government

FINANCE AND PROFESSIONAL SERVICES
(FPS)

CONTRACT BRANCH
366 Construction Consulting and Non-consulting Services Contracts

MANAGEMENT SERVICES BRANCH
376 Management Services

FINANCE BRANCH
914 Finance

DEPARTMENTAL AUDIT BRANCH
916 Audits

INDIAN AND NORTHERN AFFAIRS CANADA

NATURAL RESOURCES AND ECONOMIC DEVELOPMENT BRANCH

231 Environmental Protection
236 Wildlife
241 Environmental Studies Revolving Fund (ESRF) Studies
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266 Economic Development
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276 Employment
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381 Communications

HUMAN RESOURCES BRANCH
(HRB)

921 Human Resources

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336 Land Management
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346 Resource Evaluation
351 Engineering
356 Regulation of Drilling Projects

ACCESS TO INFORMATION
CO-ORDINATOR
INDIAN AND NORTHERN
AFFAIRS CANADA
OTTAWA, ONTARIO
K1A 0H4

Chapter 53

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

A. GENERAL INFORMATION

Historical Background

The International Development Research Centre (IDRC) was established as an autonomous public corporation by the *International Development Research Centre Act* of 1970.

Responsibilities

The International Development Research Centre initiates, encourages, supports and conducts research into the problems of the developing regions of the world and into the means of applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions.

Legislation

- International Development Research Centre Act, 1970
- General Bylaw of the IDRC

Organizational Units and their Role

The IDRC's headquarters are in Ottawa, where it has an international staff. Regional offices in Asia (Singapore and New Delhi), East Africa (Nairobi), West Africa (Dakar), Latin America (Bogota) and the Middle East (Cairo) link Ottawa with the researchers and policy makers of the developing countries, encourage and assist the development of research proposals, and monitor ongoing projects within their regions.

The IDRC's 21-member Board of Governors is appointed by the Canadian government. Under the *International Development Research Centre Act*, the chairman, vice-chairman, and nine other governors must be Canadian citizens; the other ten are non-Canadians.

The president of the Centre holds the rank of deputy minister and is responsible to Parliament through the Minister designated for that purpose by the Governor in Council (currently the Secretary of State for External Affairs). A management committee composed of all officers appointed by the Board of Governors and a president's committee composed of two vice-presidents and four officers assist the president in the Centre's operations.

The Centre's research activities are carried out by five program divisions and supported by a communications division and a fellowships and awards division.

Agriculture, Food and Nutrition Sciences Division

This division's emphasis is on crops, farming systems, and reforestation in arid and semi-arid lands. It also supports research on food crops that in the past have been neglected, such as root crops, food legumes, and oilseeds; agro-forestry, the combination of trees with food crops; multiple cropping systems; improvement of pasture lands; use of agricultural wastes and by-products in animal feed; fish farming and shellfish culture; post-production systems of protection, processing and distribution of cereal grains, root crops, legumes, fish, fruits, and vegetables; and the needs of the rural family.

Information Sciences Division

This division co-operates with United Nations agencies to establish worldwide information systems (for agricultural sciences and population policy) and assist developing countries to participate in such systems. It also supports the creation of specialized information centres on subjects of interest for development (e.g., particular crops, irrigation technology and sanitation for rural areas); improvement of industrial extension services; development-related communications research; improvement of library services; and provides an internal library and computerized information service to IDRC and the Canadian development community.

Health Sciences Division

This divison concentrates its support on three major program areas: health and the community (human circumstances and behaviour); health systems; and health and the environment. Research areas include biological and environmental control of some major tropical diseases; techniques to improve water supply systems and sanitation in rural areas and peripheral urban squatter settlements; safer and more effective methods of fertility regulation; evaluation of the rural health care delivery system; and occupational health.

Social Sciences Division

This divison concentrates its research in five major program areas: economic policy; population, education and society; regional development; women in development; and environment and natural resource management. Specific areas include research to ease the process of modernization and change, especially in rural areas; formation of appropriate science and technology policies; investigation of the effectiveness of traditional and non-traditional education systems; studies of the determinants of population change and its effects on social and economic development; and research leading to more efficient management of development activities.

Earth and Engineering Sciences Division

Formerly known as the Co-operative Programs Division, this division was renamed in 1987 to more adequately reflect its three main programs. The Earth Sciences program concerns hydrogeology and hydrology, geotechnical engineering, agrogeology and small-scale mining. The second is Technology for Local Enterprises, which concerns the improvement of traditional employment-creating industries, innovations in the utilization of natural resources and the management of local waste materials. The aim of the third program, Building Industry, Materials and Technologies, is to improve building materials and technologies for industry, and to solve the problems of shelter for the most disadvantaged populations of the Third World.

Communications Division

The Centre has always placed considerable importance on the publication and dissemination of research results. The Centre's Communications Division produces a wide range of technical and scientific materials for worldwide distribution, particularly in the developing countries. It also produces more general materials to inform the public about the work of the Centre. Catalogues of all current IDRC publications and films are available on request.

Fellowships and Awards Division

This division works with the program divisions primarily to facilitate and manage further training of researchers in developing countries involved in Centre-supported projects.

All of the activities of the IDRC are supported by the services of the Office of the Secretary and General Counsel, the Office of the Comptroller General and Treasurer, the Office of the Director of Human Resources, and the Office of the Director of Planning and Evaluation.

Manuals

- Authorizations Manual
- Country Procedures Manual
- Management Policy Manual

Additional Information

For general information, please contact:

Public Affairs Unit
International Development Research Centre
250 Albert Street
P.O. Box 8500
Ottawa, Ontario
K1G 3H9
(613) 236-6163
Telex: 053-3753

B. CLASSES OF RECORDS

Access Procedures

All formal requests under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
International Development Research Centre
13th Floor
250 Albert Street
P.O. Box 8500
Ottawa, Ontario
K1G 3H9
(613) 236-6163

Reading Room

In compliance with section 71 of the *Access to Information Act*, the Centre's library provides a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The library is located at: 250 Albert Street, Ottawa, Ontario.

Classes of Records

IDR/AFN-005
Research Projects in Agriculture
Description: Information on development and support of agricultural research. *Topics:* Crop and animal production systems; fisheries; forestry; post-production systems; and agricultural economics.

IDR/ISD-010
Research Projects in Information Science
Description: Information on development and support of information systems. *Topics:* Science and technology information; socio-economic information; information tools and methods; co-operative programs; and information activities within the Centre.

IDR/ISD-015
Internal Databases
Description: Computerized bibliographic information on development issues, socio-economic planning, the delivery of low-cost rural health care, and a record of all IDRC projects. *Topics:* BIBLIO (records of library holdings); DEVSIS (development sciences information system); SALUS (rural health care bibliography); PINS (project information system).

IDR/ISD-020
External Databases
Description: Information on external databases made available through the library. *Topics:* Computerized bibliographic databases created and maintained by the Food and Agricultural Organization (FAO), International Labour Office (ILO), UNESCO, United Nations Industrial Development Organization (UNIDO), or other international organizations.

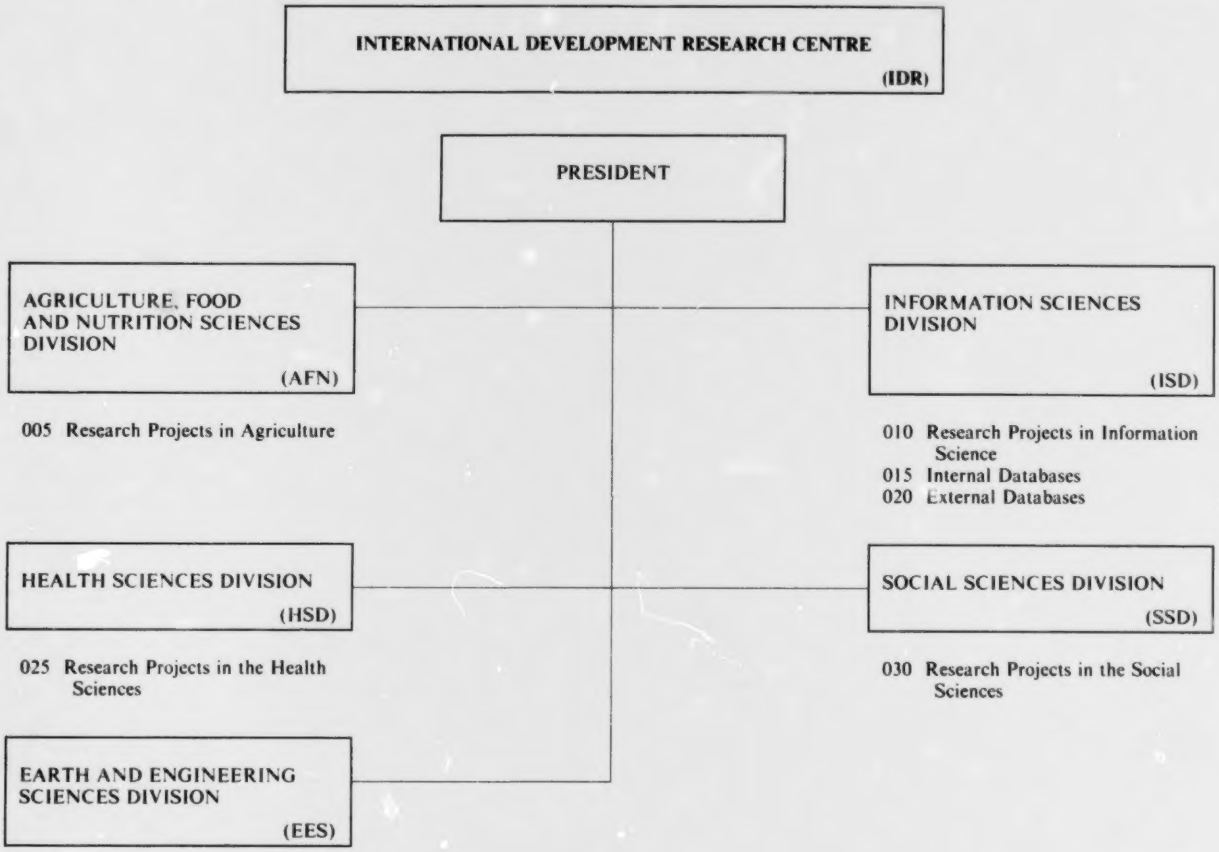
IDR/HSD-025
Research Projects in the Health Sciences
Description: Information on development and support of health projects. *Topics:* Water supply and sanitation; maternal and child health; tropical and infectious diseases; and occupational health and environmental toxicology.

IDR/SSD-030
Research Projects in the Social Sciences
Description: Information on development and support of social science research. *Topics:* International, national and regional research institutions; science, technology and energy policy program; economic and rural development program; population and development research; urban policy; and education programs.

IDR/EES-035
Research Projects in Earth and Engineering Sciences
Description: Information on development and support of research in earth and engineering sciences. *Topics:* Hydrogeology, hydrology,

geotechnical engineering, agrogeology, small-scale mining; building industries, materials and construction technologies.

INTERNATIONAL DEVELOPMENT RESEARCH CENTRE



INTERNATIONAL DEVELOPMENT RESEARCH CENTRE (IDR)

PRESIDENT

AGRICULTURE, FOOD AND NUTRITION SCIENCES DIVISION (AFN)

005 Research Projects in Agriculture

INFORMATION SCIENCES DIVISION (ISD)

010 Research Projects in Information Science
015 Internal Databases
020 External Databases

HEALTH SCIENCES DIVISION (HSD)

025 Research Projects in the Health Sciences

SOCIAL SCIENCES DIVISION (SSD)

030 Research Projects in the Social Sciences

EARTH AND ENGINEERING SCIENCES DIVISION (EES)

035 Research Projects in Earth and Engineering Sciences

ACCESS TO INFORMATION
CO-ORDINATOR
INTERNATIONAL DEVELOPMENT
RESEARCH CENTRE
13th FLOOR
250 ALBERT STREET
P.O. BOX 8500
OTTAWA, ONTARIO
K1G 3H9

Chapter 54

INVESTMENT CANADA

A. GENERAL INFORMATION

Historical Background

Section 6 of the *Investment Canada Act*, which came into force on June 30, 1985, established the Investment Canada Agency to advise and assist the Minister of Regional Industrial Expansion, who is responsible for the administration of the Act.

Responsibilities

The program objective of Investment Canada is to contribute to Canada's economic growth by being a catalyst and the focal point for public and private efforts to foster increased investment which benefits Canada. The current investment program consists of one activity, which is broken down into these sub-activities: encouraging and promoting investment in Canada, including policy development and research; determining the reviewability of investments; assessing proposals and monitoring performance; and administration.

Legislation

- Investment Canada Act

Organizational Units and their Role

President's Office

Investment Canada is under the direction of a President who is named by the Governor in Council and who reports to the Minister of Regional Industrial Expansion. The President is responsible for the administration of the *Investment Canada Act*, as well as for the personnel, financial and administrative services of the Agency.

Executive Vice-President's Office

The Executive Vice-President is responsible for the Investment Review Division and Investment Research and Investment Policy.

Investment Development Division

The Division is responsible for promoting and facilitating investment in Canada; developing general and targeted promotional strategies and activity plans both domestically and internationally; undertaking proactive, sector-specific investment prospecting activities, with a particular focus on high-technology sectors; and acting as a focal point for federal/provincial and private sector efforts to promote investment. It is also responsible for creating an awareness of Canada's new investment climate and of the services available to investors from Investment Canada and federal trade offices at home and abroad; and providing information, guidance and assistance to potential investors in their efforts to invest in Canada. The Division is composed of four sectors: Investment Services, Investment Promotion, Investment Prospecting and Communications.

Investment Review Division

The Division is responsible for identifying potentially reviewable transactions; reviewing and assessing investment proposals to determine net benefit to Canada; and ensuring that formal plans and undertakings given by investors are carried out.

Investment Research and Investment Policy

This division is responsible for contributing to the formulation of policy options and advising on the impact of policies and programs on Canada's investment position. It supports the federal effort to encourage and facilitate investment that contributes to economic growth and job creation. The Division identifies and responds to the Agency's needs for strategic analysis and intelligence with respect to investment review and investment development activities. The Division also has the responsibility for developing and enhancing communication channels and liaison required for effective exchange of strategic, commercial or economic information and intelligence — whether internal to the Agency, interdepartmentally, or with the provinces and the private sector — on matters relating to investment.

Corporate Secretary Division

The Division is responsible for receiving all notices and applications to ensure conformity with the Act and Regulations, preparing ministerial opinions and responding to enquiries relating to the interpretation and application of the Act. It also co-ordinates Agency activities under the *Access to Information Act* and the *Privacy Act*.

Corporate Services Division

The Division is responsible for providing advice and guidance to Agency management in the areas of human resource management, co-ordination of strategic and operational planning, financial planning, administrative and computer services and program evaluation.

Additional Information

Requests for general information about the Agency and its functions may be directed to:

Director of Communications
Investment Development Division
P.O. Box 2800, Station D
Ottawa, Ontario
K1P 6A5
(613) 995-4128

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Investment Canada
P.O. Box 2800, Station D
Ottawa, Ontario
K1P 6A5
(613) 995-9260

Reading Room

The Agency's Information Centre has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. Its address is 240 Sparks Street, 5th Floor West, Ottawa, Ontario.

Classes of Records

Information contained in these records may be privileged pursuant to subsection 24(1) of the *Access to Information Act* and section 36 of the *Investment Canada Act*.

ICA/REV-120
Review of Applications
Description: Information on the review of non-Canadian investment proposals — a complete record of the review of each non-Canadian investment proposal, from the submission of an application to the Minister's decision whether or not the investment is likely to be of net benefit to Canada; in the case of investments that the Minister has decided are likely to be of net benefit to Canada, a record of investor performance with respect to plans and undertakings. *Topics:* Application in prescribed form; certificates of receipt; subsequent correspondence with investors, including revised plans and undertakings; consultations with relevant provincial governments and federal departments; third-party representations; statutory documentation to the Minister; advice, including recommended courses of action to the Minister; results of monitoring the performance of investors' plans and undertakings, including the renegotiation of plans and undertakings that have not been fulfilled. *Retrievability:* Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country).

ICA/REV-125
General
Description: General information pertaining to the Investment Review Division. *Topics:* Projects; weekly staff meetings; reports.

ICA/COS-135
Notices
Description: Information concerning the notification of investments by non-Canadians — a complete record of the notification of each non-Canadian investment, from the submission of a notice to the issuance of a receipt by the Agency. *Topics:* Notices in prescribed form; subsequent correspondence with investors; consultations with relevant provincial governments and federal departments concerning investments related to Canada's cultural heritage or national identity; statutory receipts; orders for the review of investments relating to Canada's cultural heritage or national identity. *Retrievability:* Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country).

ICA/COS-140
Non-status Opinions
Description: Views and opinions of the Agency, and related information, on the applicability of the provisions of the *Investment Canada Act*, regulations and interpretation notes, in response to written requests submitted by one or more parties to an investment. *Topics:* Corporate reorganization; acquisition of control; joint ventures; partnerships; indirect acquisitions; oil and gas properties and mining properties; business and Canadian business; calculation of thresholds; step transactions; absolute rights. *Retrievability:* Files arranged by name of the applicant for the opinion (individual, company, partnership, joint venture, government or agency of a foreign country).

ICA/COS-145
Companies
Description: Information on investors whose business activities, plans and intentions may come under the purview of the *Investment Canada Act;* representations made to the Agency by parties not directly involved in an investment transaction. *Topics:* Draft applications; surveillance activities; review considerations; business activities, including plans and intentions; takeover bids; business information reports; corporate financial statements and annual reports. *Retrievability:* Files arranged by individual and company.

ICA/COS-155
Investment Canada Act
Description: Background on the Investment Canada Bill; information on the interpretation and application of various sections of the *Investment Canada Act* and Regulations; information on the development of procedures to implement the provisions of the Act; the development and formulation of guidelines for issue by the Minister under the authority of the Act. *Topics:* Consultations with government departments and agencies and the private sector; parliamentary debates; Bill C-15; proposed amendments to the Bill; administration of the Act (regulations and guidelines); transition stage from the *Foreign Investment Review Act* to the *Investment Canada Act;* feedback on the new Bill; terms and conditions for the venture capital exemption; interpretation notes; notification and application forms; statutory time periods; notification of ministerial decision or deemed ministerial decision.

ICA/COS-160
Status Opinions
Description: Ministerial opinions and related information as to whether or not an investor is a Canadian as defined in the *Investment Canada Act*. *Topics:* Status opinions — rules respecting control of entities; trusts; corporations deemed to be Canadian; equal ownership of a corporation; transitory provisions concerning *Foreign Investment Review Act* eligibility opinions. *Retrievability:* Files arranged by name of the applicants who ask for an opinion (individual, company,

partnership, joint venture, government or agency of a foreign corporation).

ICA/COS-161
Access Requests for Records
Description: Access to information and privacy administration files. *Topics:* Requests; reports; Access Register and Privacy Index.

ICA/DEV-165
Co-operation and Liaison — Federal
Description: Consultations with other federal departments and agencies on matters pertaining to investment and the development and promotion of investment. *Topics:* Procedures for consultation between the Agency and other federal departments; departmental considerations and guidelines for handling reviewable cases; federal industrial and economic policies and initiatives; departmental responses concerning Bill C-15 and the *Investment Canada Act;* views on federal initiatives that may affect investment or the Agency's activities. *Retrievability:* Files arranged by department or agency.

ICA/DEV-170
Co-operation and Liaison — Provincial
Description: Consultation with the provinces and territories on matters pertaining to the development and promotion of investment. *Topics:* Procedures for consultation between the Agency and the provinces and territories; provincial and territorial laws and regulations affecting investment; provincial and territorial industrial and economic policies and objectives. *Retrievability:* Files arranged by province or territory.

ICA/DEV-174
Co-operation and Liaison — General
Description: Co-operation and liaison activities of an administrative nature with organizations, municipalities, corporations and agencies. *Topics:* Proceedings; minutes; annual reports; financial statements relating to associations, clubs, federations, etc. *Retrievability:* Files arranged by organization.

ICA/DEV-180
Investment Services — General
Description: Information on services provided by Investment Development, including internal and operational matters relating to the administration of the unit. *Topics:* General; brokerage/matchmaking; alternative Canadian buyers; information and training sessions, information dissemination; database, contact list; networking; seminars, conventions; policies and procedures.

ICA/DEV-185
Investment Services — Inquiries
Description: Correspondence, work in progress, memoranda, etc., relating to oral or written inquiries on investment in Canada. *Topics:* Application of the *Investment Canada Act* to a particular investment proposal; how to do business in Canada; financial incentive programs; access to capital or transfers of technology. *Retrievability:* Files arranged primarily by name of investor and by location.

ICA/DEV-195
Communications
Description: Information regarding communications and advertising at the foreign and domestic levels. *Topics:* Communications strategy for Canada and abroad; advertisements in business magazines, periodicals and newspapers; publicity through exhibits, fairs and displays; Agency publications; contracts; external publications; international advertising campaign. *Retrievability:* Files arranged by name of publication and subject.

ICA/DEV-200
Promotion — Programs
Description: Information on promotional activities throughout the world. *Topics:* Domestic and International Development Plan; general programs in Europe, U.S.A., Pacific Rim, Middle East, Canada and the rest of the world. *Retrievability:* Files arranged by geographic area.

ICA/DEV-205
Promotion — Specific Events
Description: Information on participation by the Minister and officials of the Agency in conferences, meetings, symposia and seminars in which investment in Canada is a topic, including speeches by the Minister and senior Agency officials. *Topics:* Investment in Canada; briefings for ministers and officials visiting foreign countries or meeting with foreign government officials or representatives of foreign companies; interdepartmental briefings on the activities of foreign countries that relate to foreign investment; speaking engagements, seminars, trade fairs and missions in Canada, U.S.A., Europe, Pacific Rim and the rest of the world. *Retrievability:* Files arranged by geographic area and subject.

ICA/IRP-210
Acts and Legislation
Description: Information on existing and proposed legislation that may have implications for the administration of the *Investment Canada Act. Topics: Access to Information Act*; *Privacy Act*; *Bank Act*; *Canada Business Corporations Act*; *Combines Investigation Act*; *Income Tax Act*; *Insurance Companies Act*; *Technology Transfer Agreement Act*; *Trademarks Act*; *Canadian Human Rights Act*; *Financial Administration Act*; *Competition Act*; patent legislation; *Public Service Employment Act*; *Public Service Staff Relations Act*. *Retrievability:* Files arranged by Act.

ICA/IRP-220
Co-operation and Liaison with International Organizations
Description: Information on consultations with international organizations, primarily the Organization for Economic Co-operation and Development (OECD) and the United Nations, which have an active interest in the field of investment. *Topics:* OECD committees — International Investment and Multinational Enterprises, including the OECD Guidelines for Multinational Enterprises, Restrictive Business Practices, Invisible Transactions, Fiscal Affairs, Science, Technology and Industry, Economic Policy; United Nations — Commission on Transnational Corporations, Code of Conduct for Transnational Corporations; UN Center For Transnational Corporations. *Retrievability:* Files arranged by organization or committee.

ICA/IRP-230
Foreign Investment in Other Countries
Description: Information on the provisions of foreign countries to monitor, regulate or prohibit foreign investment; the importance of foreign investment in Canada by major exporting countries as well as Canadian investments abroad. *Topics:* Foreign investment laws, procedures and policies of other countries; foreign countries' views on Canada's approach to foreign investment. *Retrievability:* Files arranged by country.

INVESTMENT CANADA

ICA/IRP-240
Industrial Sectors
Description: Industrial analyses; market profiles; government policies and initiatives on various industries and industrial sectors. *Topics:* Minerals; oil and gas; agriculture; forestry; fisheries; real estate; strategic analysis; energy sector; corporate testimonial; federal-provincial task force on investment and inter-provincial trade barriers; science and technology policy; advanced industrial materials; telecommunications policy; taxation issues; manufacturing industries; service industries; finance and banking. *Retrievability:* Files arranged by industry or industrial sector.

ICA/IRP-245
Parliamentary Matters
Description: Information on cabinet material and Parliamentary matters. *Topics:* Briefings; orders-in-council; agendas; memoranda; committees; questions and responses in Parliament; royal commissions.

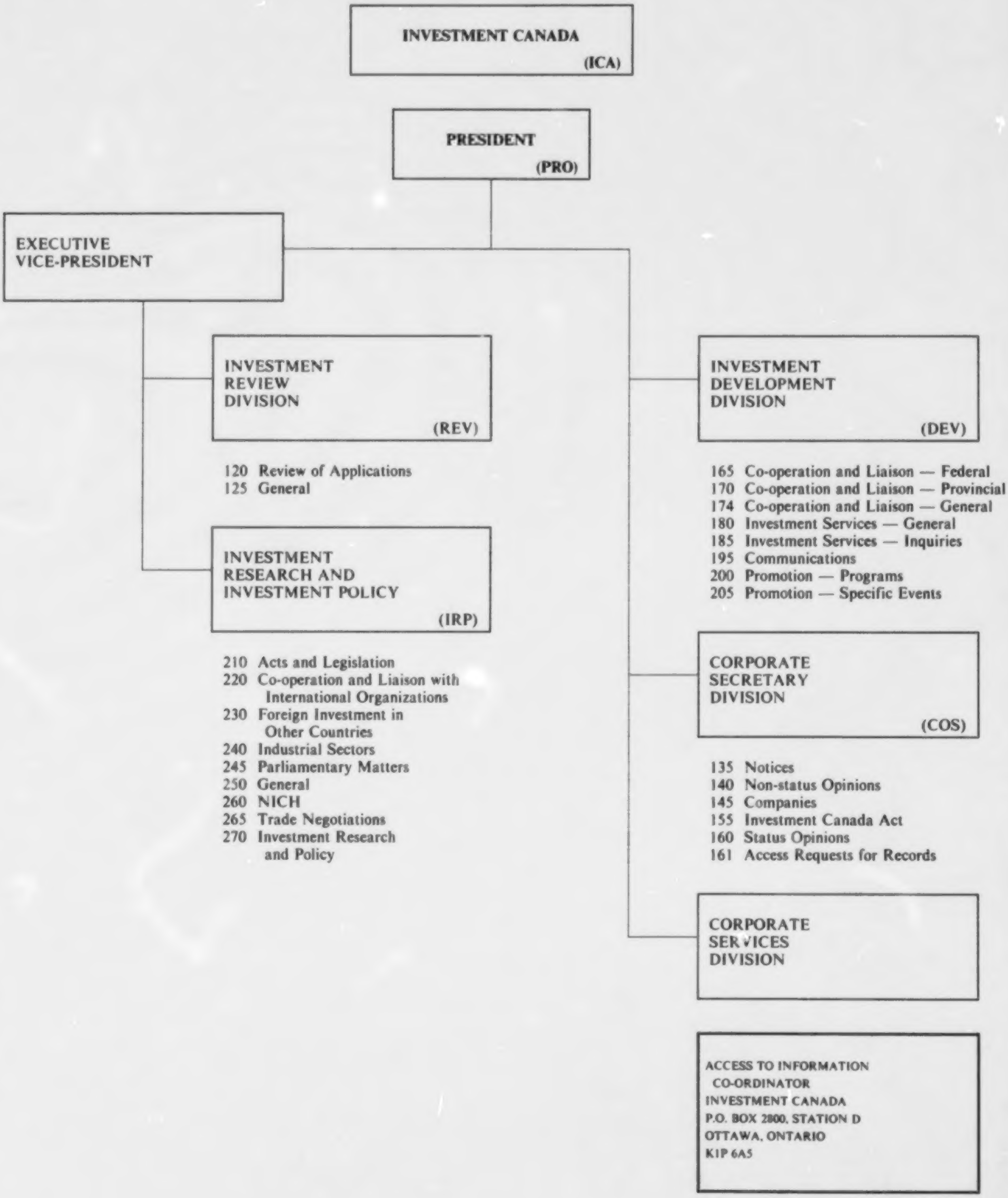
ICA/IRP-250
General
Description: General information relating to research and policy functions and activities. *Topics: The Canadian Edge;* pharmaceuticals; joint ventures; investment funds; measures to encourage Canadianization; international business practices; takeover bids; alternative buyers.

ICA/IRP-260
NICH
Description: Information concerning the business sectors prescribed by the regulations as being related to Canada's cultural heritage or national identity. *Topics:* General; task force on Canadian film industry; book publishing industry; cultural sovereignty; film and video industry.

ICA/IRP-265
Trade Negotiations
Description: Information on matters relating to the negotiation of a Canada-United States trade agreement. *Topics:* Briefings; committees; investment issues; trade implications; cultural industry; amendments to the *Investment Canada Act*.

ICA/IRP-270
Investments Research and Policy (New)
Description: Information relating to investment issues, including the investment environment and research projects on specific investment issues. *Topics:* Privatization; business incubators; Canadian investment climate; franchising; entrepreneurship; investment policies for international competitiveness. *Retrievability:* By specific issue.

INVESTMENT CANADA



INVESTMENT CANADA (ICA)

PRESIDENT (PRO)

EXECUTIVE VICE-PRESIDENT

INVESTMENT REVIEW DIVISION (REV)

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ACCESS TO INFORMATION
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INVESTMENT CANADA
P.O. BOX 2800, STATION D
OTTAWA, ONTARIO
K1P 6A5

Chapter 55

LABOUR CANADA

A. GENERAL INFORMATION

Historical Background

The Department of Labour (Labour Canada) was established in 1900 under the *Conciliation Act*. It now operates under the *Department of Labour Act*.

Responsibilities

Legislation administered by the Department includes working conditions, federal mediation and conciliation services, government employee and merchant seamen compensation, occupational safety and health, and labour adjustment assistance benefits for workers affected by redundancies and layoffs.

Legislation

- Canada Labour Code, R.S.C. 1985, chapter L-2
  - Part I (Industrial Relations)
  - Part II (Occupational Safety and Health)
  - Part III (Labour Standards)
- Department of Labour Act, R.S.C. 1970, chapter L-2
- Fair Wages and Hours of Labour Act, R.S.C. 1970, chapter L-3
- Government Employee Compensation Act, R.S.C. 1970, chapter G-8
- Hazardous Products Act and Regulations for WHMIS
- Labour Adjustment Benefits Act, R.S.C. 1980-81-82-83, chapter 89, amended by R.S.C. 1980-1981-82-83, chapter 109,169
- Merchant Seamen Compensation Act, R.S.C. 1970, chapter M-11, amended by R.S.C. 1970, chapter 19, 2nd Suppl.
- Penitentiary Inmates Accident Compensation Regulations

Organizational Units and their Role

Management Systems and Services

Management Systems and Services consists of Financial and Administrative Services, Corporate Services, Safety and Security Services, and Informatics Branch. It is responsible for the implementation of corporate systems and policies in the general areas of administration, finance, information, audit and evaluation.

Communications Directorate

The Communications Directorate informs workers, employers and the general public on a wide range of labour-related matters, including the Department's objectives, programs and services. It advises the departmental management on all aspects of communications and co-ordinates communications activities. It is also responsible for media relations, audio-visual services, editorial and creative writing services, and publishing. It produces the Department's annual report and its newsletter.

Personnel Branch

The Personnel Branch is responsible for the Department's personnel relations: human resources, classification, pay, staff relations and employee services. In addition, it looks after the Department's official languages plan, language training and employment equity.

Merchant Seamen Compensation Board

The Merchant Seamen Compensation Board administers the *Merchant Seamen Compensation Act*, which provides worker's compensation coverage for seamen who are employed on vessels registered in Canada and who are not covered by a provincial workers' compensation act.

Federal Mediation and Conciliation Service

The Federal Mediation and Conciliation Service consists of the Technical Support and Operational Research Branch, the Legislative and Special Projects Branch, the Arbitration Services Branch, and the Mediation and Conciliation Branch. It is responsible for the administration of the dispute resolution provisions of the *Canada Labour Code*.

The **Technical Support and Operational Research Branch** carries out specialized research activities and projects pertinent to the resolution of labour-management disputes. It provides operational research support to conciliation officers and mediators in the field and at headquarters. In addition, it analyses developments and trends in industrial relations in Canada, the United States and other countries.

The **Legislative and Special Projects Branch** analyses labour board and court decisions to ensure the maintenance of an appropriate framework for labour-management relations. Legislative developments in provincial jurisdiction are also monitored. The Branch provides advice on the labour implications of various government initiatives and policies.

The **Arbitration Services Branch** is responsible for effecting the ministerial appointment of grievance arbitrators under collective labour agreements, and of adjudicators to hear complaints of alleged unjust dismissal made by non-unionized employees. The Branch also maintains an inventory of all arbitration/adjudication decisions. These decisions are analysed, indexed and summarized in scope note format in the monthly publication, *Arbitration Services Reporter*.

The **Mediation and Conciliation Branch** provides neutral third-party assistance to labour and management to resolve disputes arising during the negotiation of collective agreements or during the term of an agreement by appointing conciliation officers, conciliation commissioners or boards and mediators under Part I of the *Canada Labour Code*. It also helps improve labour relations between specific parties through the practice of preventive mediation, and the general labour relations climate through the appointment of Industrial Inquiry Commissions.

LABOUR CANADA

Policy Program

The Policy Program consists of the Women's Bureau, the International Relations Branch, the Federal-Provincial Relations Branch, the Policy and Strategic Analysis Branch, the Older Worker Adjustment Branch, the Bureau of Labour Information and the Labour Outreach Secretariat. It is responsible for the management of programs that offer funding or services to groups and individuals, for advising officials on labour policy and for publishing data and discussion papers on policy options. It also co-ordinates the Department of Labour's relations with provincial governments, international organizations and the Canadian private sector.

The **Women's Bureau** reviews legislation, programs and policies on the employment of women, and recommends initiatives indicated by socio-economic developments which affect women in the workplace. It co-operates with federal, provincial and international agencies to improve the situation of women working for pay and conducts in-depth research on relevant current issues. The Bureau has a regular publication program and is the focal point within and outside the Department for information concerning women in the labour force. Promotional activities are carried out to facilitate the improvement, support and recognition of women's concerns in the world of paid work. The Bureau's Reference Centre is open to the public.

The **International Relations Branch** is responsible for the Department's international labour activities including those connected to the International Labour Organization (ILO) and other international labour bodies in which Canada has strong interest. It also acts as an intelligence unit generating information and suggestions to appropriate centres in the Department, consults with the provinces' labour and employer organizations on ILO matters, and maintains liaison with the Canada Branch of the ILO.

The **Federal-Provincial Relations Branch** works towards strengthening consultative efforts between levels of government and developing new mechanisms, either on a bilateral or multilateral basis, to assist in the resolution of differences between the federal government and the provincial and territorial governments in the labour field. It also assesses various federal-provincial- territorial labour policy issues, arranges federal-provincial-territorial labour meetings and provides secretariat services to the Canadian Association of Administrators of Labour Legislation. The Branch monitors and analyses the trends and issues pertaining to labour matters in provincial-territorial jurisdictions. It also prepares reports on Canadian labour legislation and maintains a documentation centre on the subject.

The **Policy and Strategic Analysis Branch** studies major economic and social issues and ensures that labour concerns are fully integrated into the government's policy-making process. Among its key responsibilities are providing regular briefings for the Minister's use at Cabinet Committee meetings, and providing information and analysis on current issues of importance from a labour perspective.

The **Older Worker Adjustment Branch** is responsible for the policy, planning, management and monitoring of the Department's labour adjustment programs, that is, the Labour Adjustment Benefits Program and the Program for Older Worker Adjustment, which was announced on October 6, 1988. The Branch also contributes to the overall policy, planning and program development work of the federal government in the area of labour and industrial adjustment.

The **Bureau of Labour Information** collects, processes, publishes and disseminates information on current major collective bargaining settlements, the wage implications of settlements and various provisions in collective agreements, work stoppages due to strikes and lock-outs, labour organizations and union membership. The Bureau also maintains a computerized database containing information on major agreements and an extensive library of collective agreements from all jurisdictions in Canada. The Bureau provides direct service to clients seeking information on the above matters. The Bureau also retains copies of non-confidential labour union returns received under the *Corporations and Labour Unions Returns Act* (CALURA). These are available for public viewing.

The **Labour Outreach Secretariat** is responsible for the operations of the Labour Outreach Initiative which consists of three programs: the Labour Assignment Program, the Technology Impact Program and the Labour Issues Assistance Fund. The secretariat apportions funds to successful applicants in the areas of applied research on social and human impacts of technological change, and for participation in public policy issues for the enhancement of labour-government and labour-management relations and understanding. Financial assistance is also available to individuals involved in temporary assignments between labour organizations and the federal public service.

Operations Program

The Operations Program consists of the Employment Relations and Conditions of Work Branch, the Occupational Safety and Health Branch, the Fire Prevention Branch, the Program Services and Systems Branch, and the Regional Operations Branch. The Program is responsible for implementing policies and delivering services designed to foster the economic and social well-being of working Canadians, and for administering the labour standards and occupational safety and health provisions of the *Canada Labour Code* and other legislation under the Department of Labour's jurisdiction. Its work is conducted at departmental headquarters in the National Capital Region and across Canada through the Department's 6 regional and 23 field offices.

The **Employment Relations and Conditions of Work Branch** is concerned with improving working conditions in the federally regulated private sector through the interpretation, application and periodic review of Part III (Labour Standards) of the *Canada Labour Code* and the development of constructive labour-management relations through the promotion of labour education. As well, the Branch promotes, educates and provides technical advice and guidance to employers and unions for the implementation of equal pay for work of equal value.

The **Occupational Safety and Health Branch** develops policies and programs to promote safe and healthy working conditions through the application of Part II of the *Canada Labour Code* (Occupational Safety and Health). It also provides industrial safety and occupational engineering services and is responsible for policy development and claims adjudication in the area of compensation for work-related injury for federal employees and penitentiary inmates.

The Fire Prevention Branch and the Fire Commissioner of Canada provide policies and programs to promote fire prevention. The unit also provides fire protection services to the Treasury Board, as the employer.

Regional Operations has the responsibility, through its 6 regional and 23 field offices, of delivering the Department of Labour's programs that cover occupational safety and health, conditions of work, labour education and injury compensation. They also serve as focal points for information about other Department activities.

Manuals

(Management Systems and Services)
- Departmental Directives Manual
- Electronic Office Management and Technology

- Financial Management Manual
- Foreign Service Meal Rates
- Office of the Controller General of Canada Systems Specifications Manual
- Public Accounts Instructions Manual
- Receiver General Directives and Bulletins
- Treasury Board Administrative Policy Manuals
- Treasury Board Circulars
- Treasury Board Federal Identity Program Design Guide
- Treasury Board Guide on Financial Administration for Departments and Agencies of the Government of Canada
- Treasury Board Policy and Expenditure Management System Manual

(Communications Directorate)
- Privy Council Office Government Communications Guide

(Personnel Branch)
- Personnel Bulletins
- Personnel Management Manuals
- Treasury Board Official Language Circulars

(Policy Program)
- A Guide to the Labour Adjustment Benefits Program
- Coding Manual of Collective Agreements
- Labour Adjustment Benefits Program (Brochure)
- Program for Older Worker Adjustment (Brochure)
- Report on the Administration of the Labour Adjustment Benefits Act (Quarterly Report)
- Statistics for Claims Filed under the Labour Adjustment Benefits Act

(Operations Program)
- Labour Affairs Officers Training Manual
- Operations Program Directives
- Reference Standards on OSH, Engineering and Hygiene

Additional Information

Requests for further information about the Department of Labour and its various programs and functions may be directed to:

Public Affairs Branch
Labour Canada
Phase II, Place du Portage
Hull, Quebec
(Mail: Ottawa, Ontario, K1A 0J2)
(819) 997-2617

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Labour Canada
6th Floor
Phase II, Place du Portage
Hull, Quebec
(Mail: Ottawa, Ontario, K1A 0J2)
(819) 997-1618

Reading Room

The Department's library has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: Library, Phase II, Place du Portage, Hôtel de Ville Street, 7th Floor, Hull, Quebec.

Classes of Records

LAB/WBA-005
Conferences and Committees
Description: Information on conferences and committees in which the Women's Bureau participates. *Topics:* Minutes; proceedings of conferences; committees; conventions; commissions; International Women's Year and meetings. *Retrievability:* Files arranged by subject.

LAB/WBA-010
International Labour Organization — United Nations
Description: Information on the Women's Bureau involvement in the International Labour Organization (ILO), the Organization for Economic Co-operation and Development (OECD), and the United Nations, with regard to women in the labour force. *Topics:* ILO — general; Government of Canada (Article 22) to ILO; Eighth Conference of American States — Members of ILO; meetings of the deputy minister of Labour on ILO questions; ILO — meetings, conference sessions; United Nations — general; General Assembly of the United Nations (by session); International Committee on Human Rights; Economic and Social Council; Commission on Status of Women (by session, population, commission, conferences); and OECD (various committees). *Retrievability:* Files arranged by subject.

LAB/WBA-015
Liaison and Public Relations
Description: Information on Women's Bureau liaison with other organizations on women in the labour force. *Topics:* Liaison with provinces, departments, countries, associations and organizations; public relations — general; publications requested and received; suggestions and representations; complaints; and publicity. *Retrievability:* Files arranged by subject, province, department and country.

LAB/WBA-020
Reports and Statistics
Description: Legislation, reports, studies, submissions and projects on women in the labour force. *Topics: Canada Labour Code,* Part I (Fair Employment Practices), now repealed; *Canadian Human Rights Act* (1978); *Canada Labour Code,* Part III (Labour Standards); *Fair Wages and Hours of Labour Act;* reports, studies, submissions and projects. *Retrievability:* Files arranged by subject.

LAB/MSC-025
Acts and Regulations
Description: Information on compensation and coverage for federal employees who make claims as a result of an accident or work-related injury. *Topics:* Amendments and regulations; reciprocal arrangements; security and insurance requirements; appointment of

medical advisers. *Retrievability:* Files arranged by organization, association and company.

LAB/TSO-030

Federal Industries

Description: Information on labour, industrial relations and collective bargaining with particular reference to the federal jurisdiction. *Topics:* Industrial relations issues and developments, collective agreement negotiations and disputes; federal industries — air and truck transport, railways, shipping and ferries, banks, Crown corporations, St. Lawrence Seaway, feed and flour mills, grain elevators, mining, pipelines, broadcasting, telephones and cable systems, and port operations. *Retrievability:* Files arranged by industry and company, by union, and by subject.

LAB/LSP-035

Jurisprudence

Description: Labour board and court decisions impacting on the interpretation of the *Canada Labour Code*, Part I. *Retrievability:* Files arranged by style of cause and section number of the Code.

LAB/ASB-040

Arbitration (Part I)

Description: Information on arbitration under Part I of the *Canada Labour Code* (Industrial Relations). *Topics:* Arbitration — general; cases under Part I of the *Canada Labour Code* (Industrial Relations); studies and surveys; awards; inventory of curricula vitae of persons interested in acting as arbitrators. *Retrievability:* Files arranged by province, union and company.

LAB/ASB-045

Adjudication (Part III)

Description: Information on the appointments of adjudicators under the *Canada Labour Code* (Unjust Dismissal). *Topics:* Requests for the appointment of adjudicators to hear unjust dismissal complaints under — Part III of the *Canada Labour Code*. *Retrievability:* Files arranged by individual and company.

LAB/MCB-050

Conciliation and Mediation

Description: Information on requests for conciliation or mediation assistance under Part I of the *Canada Labour Code* (Industrial Relations). *Topics:* Notices of Dispute, requests for conciliation and appointments of conciliation officers, commissioners and mediators. *Retrievability:* Files arranged by bargaining unit.

LAB/MCB-060

Consent to Complain

Description: Requests for ministerial consent to make complaints to the Canada Labour Relations Board alleging unfair labour practices. *Topics:* Requests for ministerial consent to complain to the Canada Labour Relations Board under Part I section 97 (3) of the *Canada Labour Code* (bargaining-related complaints). *Retrievability:* Files arranged by bargaining unit.

LAB/MCB-065

General Inquiries on Labour Relations

Description: Correspondence and general documentation on labour relations topics. *Topics:* Industrial labour conditions and labour relations — general; strikes and lock-outs; government departments and agencies; trade unions; individual unions; revitalization program railway passenger services (VIA Rail); air transport; banking; fishing; grain elevators; highway transport or trucking; mining and processing; radio and television; railways; shipping; stevedoring and longshoring; telephone and telegraph system; construction; shipbuilding; pulp and paper; metal trades; petroleum products; musicians; textiles; fur industry; meat packing industry; safety, seniority, pensions, hours of work, wages, dismissal. *Retrievability:* Files arranged by industry, union and subject.

LAB/MCB-070

Industrial Inquiry Commissions, Boards, Task Force on Labour Relations

Description: Information on Labour Relations — independent committees established to enquire into specific topics under Part I of the *Canada Labour Code* (Industrial Relations). *Topics:* Proceedings of the Task Force on Labour Relations (committee minutes, studies, briefs, Cabinet discussions, final recommendations); proceedings of various industrial inquiry commissions and boards established under the *Canada Labour Code* (minutes, submissions, reports and recommendations). *Retrievability:* Files arranged by subject.

LAB/MCB-075

Preventive Mediation

Description: Information on preventive mediation assignments of Branch staff to assist parties in resolving problems during closed period of their collective agreements. *Topics:* Preventive mediation cases. *Retrievability:* Files arranged by bargaining unit.

LAB/MCB-076

Post Certification First Contact

Description: Information related to Branch contact with parties following the certification of unions by the Canada Labour Relations Board for the purpose of ensuring their understanding of the dispute settlement provisions under Part I of the *Canada Labour Code* (Industrial Relations). *Retrievability:* Files arranged by bargaining unit.

LAB/IRB-085

Conferences, Committees, Meetings

Description: Information on international conferences, committees and meetings in the labour field. *Topics:* Conferences — International Labour Organization annual conferences, preparatory and specialized international conferences, regional conferences. Committees — ILO Governing Body and its committees, industrial committees, Committee of Experts on the Application of Conventions and Recommendations. Meetings — Specialized meetings of experts; tripartite, international meetings. *Retrievability:* Files arranged by conferences, committees, meetings.

LAB/IRB-090

International Centre for Advanced Technical and Vocational Training

Description: Information on the Department's international labour activities. *Topics:* Board meetings; information; bulletins; financial; Canadian membership on staff and advisory board; fellowship training (individual trainees). *Retrievability:* Files arranged by individual, subject.

LAB/IRB-095

International Institute for Labour Studies

Description: Information on the Department's international labour activities. *Topics:* Canadian fellowship program; financial; African regional seminar. *Retrievability:* Files arranged by subject.

LABOUR CANADA

LAB/IRB-100

International Labour Organization

Description: Information on the Department's international labour activities involving the International Labour Organization (ILO). *Topics:* ILO — general; constitution; staffing; press releases; financial; reports; statistics; surveys; publications. *Retrievability:* Files arranged by subject and sessions.

LAB/IRB-105

International Services

Description: Information on the Department's international labour activities, including gathering of information. *Topics:* Sources of information by country, labour counsellors. *Retrievability:* Files arranged by country.

LAB/IRB-110

Organization for Economic Co-operation and Development

Description: Information on the Organization for Economic Co-operation and Development in which the Department has a strong interest, including minutes and proceedings. *Topics:* Directorates; committees; working parties; committee of experts; seminars; conferences; commissions. *Retrievability:* Files arranged by session and subject.

LAB/IRB-115

United Nations

Description: Information on labour activities at the United Nations. *Topics:* Financial, press releases; United Nations development programs; United Nations Economic and Social Council — commissions, specialized agencies, technical assistance board. *Retrievability:* Files arranged by subject.

LAB/FPR-120

Conferences and Meetings

Description: Information on activities between federal and provincial governments in the labour field, organization, arrangements and other secretariat services for the Canadian Association of Administrators of Labour Legislation, conferences and related matters. *Topics:* Labour Minister's conferences; memberships; annual conference; meetings of the executives; Statistics and Research Standing Committee; Women in Employment Committee; Occupational Safety and Health Committee; Labour Relations Committee; Labour Standards Committee.

LAB/FPR-121

Labour Law Documentation

Description: Information on labour statutes, bills, acts, regulations, publications, reports which facilitate labour research. *Topics:* Bills; Regulations; Revised Statutes and Gazettes for all jurisdictions in Canada; Canadian and American Labour Law Reports; publications on labour legislation; and special reports.

LAB/LOS-123

Technology Impact Research Fund

Description: Information on financial assistance for research or demonstration projects on the human and social aspects of technological change in the workplace. *Topics:* Impact of technological change; health and safety; ergonomics; labour/management relations; job satisfaction, productivity, and working conditions. *Retrievability:* Files arranged by principal investigator.

LAB/BLI-125

Economic and Industrial Relations Analysis

Description: Information on statistical analysis of the labour force and economic conditions in industries. *Topics:* Statistical analysis of the labour market; cost of living; economic conditions and policy; wage analyses in different industries. *Retrievability:* Files arranged by subject and industry.

LAB/LOS-130

Grants

Description: Information on financial assistance to individuals or groups of individuals for their studies in industrial relations in the labour field. *Topics:* University and departmental grants — policy, application for, and grants; by individual and associations. *Retrievability:* Files arranged by subject and individual.

LAB/LOS-131

Technology Impact Program

Description: Information on financial contributions in aid of applied research into the social and human impacts of technological change in the workplace. *Topics:* Impact of technological change on health and safety; ergonomics; labour-management relations; unions and unionism; job satisfaction, productivity and working conditions. *Retrievability:* Files arranged by organization and principal investigator.

LAB/LOS-132

Labour Assignment Program

Description: Information on financial assistance to individuals involved in temporary assignments between labour organizations and the federal public service. *Topics:* Nature of assignments, curriculum vitae, applications, financial considerations. *Retrievability:* Files arranged alphabetically and by individual on assignment.

LAB/LOS-133

Labour Issues Assistance Fund

Description: Information on financial contributions for the promotion of participation of organized labour in public policy issues for the enhancement of labour-government and labour-management relations and understanding. *Topics:* Conferences, research. *Retrievability:* Files arranged by organization.

LAB/BLI-135

Pensions and Insurance Research

Description: Information on the Uniform Statistical Program, communications on federal jurisdiction pension plans and pension plan issues and legislation. *Topics:* Statistics on individual companies; pension submissions by companies and other parties; acts and bills on pensions; and insurance plan legislation in Canada and other countries. *Retrievability:* Files arranged by industry, company, individual and country.

LAB/OWB-141

Older Worker Adjustment

Description: Correspondence and general information relating to the administration of the Labour Adjustment Benefits (LAB) Program for designated industries (Textile, Clothing, Footwear and Tanning) and the implementation of the Program for Older Worker Adjustment; research on estimated expenditures; certification of layoffs by the Labour Adjustment Review Board and other administrative data. *Storage:* Statistics on computer tapes. *Retrievability:* Files arranged by subject.

LABOUR CANADA

LAB/BLI-145

Bureau of Labour Information

Description: Information on activities to encourage and facilitate access to the public information required by those involved in the collective bargaining process. *Topics:* Administration; public relations; data system; committees, boards, conferences, meetings, seminars; liaison and co-operation with provincial governments; management; organizations and associations; labour unions; federal departments and agencies; universities and institutions; regional and international offices. *Retrievability:* Files arranged by universities, associations, regional offices, labour unions, federal departments and agencies, conferences, meetings, seminars.

LAB/BLI-150

Corporations and Labour Unions Returns Act (CALURA)

Description: Copies of the non-confidential part of labour unions returns for public viewing. *Topics:* General; names of unions and organizations; names and addresses of unions; names of officers; number of members; names and addresses of employers with whom union has collective agreements. *Retrievability:* Files arranged by union name. *Special Access Note:* There is a nominal charge for public viewing.

LAB/BLI-155

Collective Agreements

Description: All collective agreements under federal jurisdiction and agreements under provincial jurisdiction covering 100 or more employees. *Storage Media:* Microfiche for older agreements, paper files and computer tapes. *Retrievability:* Files arranged by employer, province, location, industry and union.

LAB/BLI-160

Collective Bargaining

Description: Information on major collective agreement settlements, their wage changes and statistics. *Topics:* Collective bargaining settlements; wage changes from settlements; provisions in collective agreements (statistics). *Retrievability:* Files arranged by subject of agreement provisions. *Storage Media:* Computer and microfiche.

LAB/BLI-165

Research

Description: Information on wage, operational and policy research for Labour Canada. *Topics:* Research — general; wage determination and changes; Labour Code; fair employment practices; labour standards — wages, working conditions; industrial relations — general, federal jurisdiction wage research by industry, working conditions, working standards survey; new initiatives — general, projects; directory of industrial relations — courses and questionnaires, union research activities questionnaire, behavioural research — general, and projects. *Retrievability:* Files arranged by subject.

LAB/BLI-170

Strikes and Lock-outs and Labour Union Information

Description: Data on strikes, lock-outs, union membership, and directory information on labour organizations. *Topics:* Strikes and lock-outs; union membership; labour organization. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by subject.

LAB/BLI-175

Wage Rates and Working Conditions

Description: Aggregate data on automated form from an annual survey of occupational wage rates, hours of work and certain working conditions in most establishments with 20 or more employees. *Topics:* Surveys — general; special requests for computer work; special surveys; elevator accidents; labour costs survey by industry; liaison and co-operation with provincial governments; outside surveys; working condition matters; annual survey; occupational wage rates; standard hours of work; vacations with pay; paid holidays; selected other benefits (periodic). Survey discontinued (information available for year up to 1985). *Retrievability:* Files arranged by topics, province, community and industry.

LAB/ERC-180

Acts, Regulations and Legislation

Description: Information on representations, revision, development and amendments of Part III of the *Canada Labour Code* (Labour Standards), *Fair Wages and Hours of Labour Act* and the *Female Employees Equal Pay Act*. *Topics:* Labour Standards — general; representations (for or against) the Code; rules and regulations of the Code; revision, development and amendments to the Code; hours of work extension orders; interpretation coverage by industry; enquiries on the Code by industry; ministerial orders; enquiries outside the scope of the *Canada Labour Code* by province; posting of notice of the Code; studies, complaints, investigations, shared-cost program projects, and enquiries. *Retrievability:* Files arranged by industry, province and subject.

LAB/ERC-185

Complaints

Description: Information on complaints, investigations and prosecutions under Part III of the *Canada Labour Code* (Labour Standards). *Topics:* Complaints; legal options; investigations; reports and prosecutions against individuals, groups and companies; inspection procedures. *Retrievability:* Files arranged alphabetically by individuals and companies. Files are located at regional offices.

LAB/ERC-190

Federal Contracts

Description: Information on federal contracts by department or agency to individuals and companies. *Topics:* General policy; labour conditions by federal departments and agencies. *Retrievability:* Files arranged alphabetically by departments and agencies. Files located at regional offices.

LAB/ERC-195

Hours of Work

Description: Information on hours of work, exemptions and related matters. *Topics:* Hours of work — general; policy; interpretations; application and reports; averaging; regulations; modification; studies, surveys; liaison — internal and provincial committees; individual industry exemptions. *Retrievability:* Files arranged by industry, province and country.

LAB/ERC-200

Inquiry Commissions

Description: Information on inquiry commissions pertaining to Part III of the *Canada Labour Code* (Labour Standards). *Topics:* Inquiry commissions generally; by subject; by industry; by section of the Code. *Retrievability:* Files arranged by subject and by industry.

LAB/ERC-205

Labour Education Program

Description: Information on financial assistance to unions, academic institutions, employee associations and individual union members for Labour Education purposes. *Topics:* Administration; finances; publicity; program evaluation; research and statistics; training; meetings; boards; committees; conferences and seminars; liaison and co-operation with regional offices, government departments and agencies, provincial governments and foreign countries; liaison with associations, organizations, federations of labour, academic institutions; and applications for financial assistance under the Labour Education Support Program. *Retrievability:* Files arranged by province, project, region, department or agency, organization, association, union, academic institution and individual.

LAB/ERC-210

Layoffs and Terminations

Description: Information on layoffs and terminations. *Topics:* Group and individual termination — general; interpretations; application policy; unjust dismissal — general and interpretations; redundancy and layoff program — general. *Retrievability:* Files arranged by industry and subject.

LAB/ERC-215

Leave and Pay

Description: Information on general holidays, maternity, bereavement, sick leave, vacation with pay, severance and garnishment pay. *Topics:* Holidays — interpretations; substitution with or without collective agreement, by industry and federal departments; maternity leave, bereavement, and sick leave — interpretations by industry; vacations with pay — interpretation, waive vacation for year of employment, approving vacation for year of employment; severance pay — general; garnishment — interpretations and policy. *Retrievability:* Files arranged by industry and subject.

LAB/ERC-220

Quality of Working Life

Description: Information on promotional, educational and related activities in support of improvements in the quality of working life. *Topics:* Administration; liaison with resource persons and consultants; universities; professional and trade associations; individual companies and employers; regional offices; labour organizations; foreign governments; federal departments and agencies; provincial governments; municipalities; foreign and international institutions; promotion and communications; training and development research; conferences and seminars. *Retrievability:* Files arranged by universities, associations, regional offices, labour offices, federal and provincial governments, conferences and projects.

LAB/ERC-225

Wages

Description: Information on minimum wages on deferments, equal wages and payment of wages. *Topics:* Minimum wages — general, interpretations by industry, paid on a basis other than time; reduced wages for the handicapped and trainees; statement of wage exemptions; deferments — general; equal wages — general, interpretation by industry; payment of wages — general and interpretations. *Retrievability:* Files arranged by industry and subject.

LAB/OSH-230

Hazardous Occurrences

Description: Information on the reporting and investigation of hazardous occurrences and work-related injuries; also complaints and enquiries by individuals and companies. *Topics:* Hazardous occurrences — general reports of fatalities; employers' annual hazardous occurrence reports; investigations, complaints and enquiries on personal injuries and fatalities. *Storage Medium:* Majority of information compiled in machine-readable files. *Retrievability:* Most files are located in regional offices by industry and company.

LAB/OSH-235

Compensation

Description: Information on compensation legislation and coverage for federal employees and penitentiary inmates who make claims as a result of an accident or other work-related injury. *Topics:* Terms and conditions to establish coverage; legislation; provincial arrangements; special compensation arrangements for coverage of non-federal employees while on assignments with the Crown; Workers Compensation Board Claim Data. *Retrievability:* Most files are compiled in machine-readable files. Files arranged by departments and agencies, subjects and provinces.

LAB/OSH-240

Laws and Regulations — Safety and Health

Description: Information on safety legislation, standards and regulations. *Topics:* Revisions, developments, amendments, interpretations and jurisdictional matters under Part II of the *Canada Labour Code* (Occupational Safety and Health); development of safety regulations; federal and provincial legislation, standards and regulations. *Retrievability:* Files arranged by topic, province and country.

LAB/OSH-245

Research and Statistics

Description: Information on bibliographic research, general surveys and statistics. *Topics:* Part II of the *Canada Labour Code* (Occupational Safety and Health); Employers' Register; employers' annual hazardous occurrence experience reports; hazardous occurrence investigation reports; fatality reports; serious accident preliminary reports; grain dust medical surveillance data. *Storage Medium:* Majority of information compiled in machine-readable files. *Retrievability:* Files arranged by subject and province.

LAB/OSH-250

Safety and Health

Description: Information on safety and health surveys (in automated form), studies on hazards to workers in various sectors, and other activities to assist in the development of improved safety for workers. *Topics:* Occupational safety and health topics; inquiry commissions and boards; provincial inspection agreements; monitoring studies. *Retrievability:* Files arranged by subject and province.

LAB/OSH-255

Safety and Health Committees/Representatives

Description: Information on Safety and Health committees as established under Part II of the *Canada Labour Code*, sections 136 and 137. *Topics:* Committee minutes; guidelines; monitoring studies. *Retrievability:* Files arranged by province, company and department.

LAB/FPF-270

Fire Commissioner of Canada

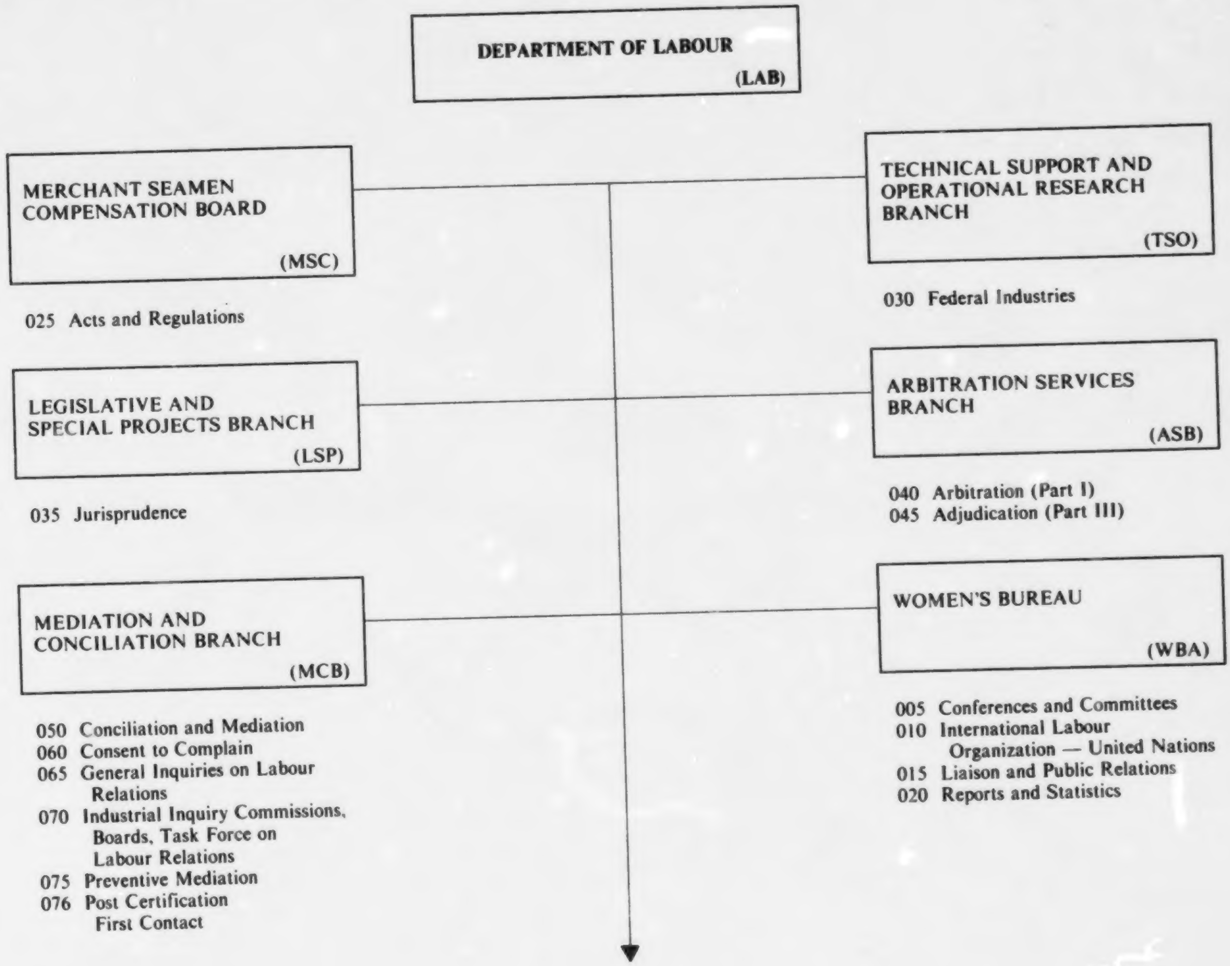
Description: Information on the responsibility of the Fire Commissioner of Canada for fire safety in and around government of Canada property. *Topics:* Fire protection; fire emergency organization; fire orders and drills; inspections; promotion and development of fire safety; fire loss reports; false alarms; fire safety and equipment standards. *Retrievability:* Most files are located in regional offices. Films, slides, plans and specifications are located at headquarters.

Deleted Classes of Records

The following class of records has been transferred to the National Archives of Canada:

LAB/MCB-055	Consent to Prosecute

LABOUR CANADA



DEPARTMENT OF LABOUR (LAB)

MERCHANT SEAMEN COMPENSATION BOARD (MSC)

025 Acts and Regulations

TECHNICAL SUPPORT AND OPERATIONAL RESEARCH BRANCH (TSO)

030 Federal Industries

LEGISLATIVE AND SPECIAL PROJECTS BRANCH (LSP)

035 Jurisprudence

ARBITRATION SERVICES BRANCH (ASB)

040 Arbitration (Part I)
045 Adjudication (Part III)

MEDIATION AND CONCILIATION BRANCH (MCB)

050 Conciliation and Mediation
060 Consent to Complain
065 General Inquiries on Labour Relations
070 Industrial Inquiry Commissions, Boards, Task Force on Labour Relations
075 Preventive Mediation
076 Post Certification First Contact

WOMEN'S BUREAU (WBA)

005 Conferences and Committees
010 International Labour Organization — United Nations
015 Liaison and Public Relations
020 Reports and Statistics

LABOUR CANADA

INTERNATIONAL RELATIONS BRANCH (IRB)

- 085 Conferences, Committees, Meetings
- 090 International Centre for Advanced Technical and Vocational Training
- 095 International Institute for Labour Studies
- 100 International Labour Organization
- 105 International Services
- 110 Organization for Economic Co-operation and Development
- 115 United Nations

FEDERAL-PROVINCIAL RELATIONS BRANCH (FPR)

- 120 Conferences and Meetings
- 121 Labour Law Documentation

OLDER WORKER ADJUSTMENT BRANCH (OWB)

- 141 Older Worker Adjustment

BUREAU OF LABOUR INFORMATION (BLI)

- 125 Economic and Industrial Relations Analysis
- 135 Pensions and Insurance Research
- 145 Bureau of Labour Information
- 150 Corporations and Labour Unions Returns Act (CALURA)
- 155 Collective Agreements
- 160 Collective Bargaining
- 165 Research
- 170 Strikes and Lock-outs and Labour Union Information
- 175 Wage Rates and Working Conditions

LABOUR OUTREACH SECRETARIAT (LOS)

- 123 Technology Impact Research Fund
- 130 Grants
- 131 Technology Impact Program
- 132 Labour Assignment Program
- 133 Labour Issues Assistance Fund

EMPLOYMENT RELATIONS AND CONDITIONS OF WORK BRANCH (ERC)

- 180 Acts, Regulations and Legislation
- 185 Complaints
- 190 Federal Contracts
- 195 Hours of Work
- 200 Inquiry Commissions
- 205 Labour Education Program
- 210 Layoffs and Terminations
- 215 Leave and Pay
- 220 Quality of Working Life
- 225 Wages

LABOUR CANADA

OCCUPATIONAL SAFETY AND HEALTH BRANCH

(OSH)

- 230 Hazardous Occurrences
- 235 Compensation
- 240 Laws and Regulations — Safety and Health
- 245 Research and Statistics
- 250 Safety and Health
- 255 Safety and Health Committees/ Representatives

FIRE PREVENTION BRANCH AND FIRE COMMISSIONER OF CANADA

(FPF)

- 270 Fire Commissioner of Canada

ACCESS TO INFORMATION
CO-ORDINATOR
LABOUR CANADA
6th FLOOR
PHASE II, PLACE DU PORTAGE
HULL, QUEBEC
(MAIL:
OTTAWA, ONTARIO K1A 0J2)

Chapter 56

LAURENTIAN PILOTAGE AUTHORITY CANADA

A. GENERAL INFORMATION

Historical Background

The Laurentian Pilotage Authority, a Crown corporation, was established on June 30, 1971, and became effective as of February 1, 1972. It is a Schedule III, Part I corporation within the meaning and purpose of the *Financial Administration Act*.

Responsibilities

The objectives of the Authority are to establish, operate, maintain and administer, in the interests of safety, an efficient pilotage service within its geographical boundaries. It has jurisdiction in and around the Province of Quebec, north of the northern entrance to the St. Lambert Lock, except for the waters of Chaleur Bay south of Cap d'Espoir.

Legislation

- Pilotage Act and Regulations

Organizational Units and their Role

Board of Directors

The Authority's board of directors is appointed by the Governor in Council, to a maximum of seven members. The chairman is the chief executive officer; the other permanent member is the vice-chairman.

Administration Branch

This branch attends board meetings, keeps minutes and takes care of files and records.

Operations Branch

This branch provides pilotage services by assignment, and dispatches qualified pilots to ships navigating within the Authority's region.

Manuals

- Accident Reports and Investigations
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Service Contracts
- Working Rules

Additional Information

Requests for further information about the Authority and its various programs and functions may be directed to:

Laurentian Pilotage Authority
1080 Beaver Hall Hill, Suite 1402
Montreal, Quebec
H2Z 1S8
(514) 283-6320

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Laurentian Pilotage Authority
1080 Beaver Hall Hill, Suite 1402
Montreal, Quebec
H2Z 1S8
(514) 283-6320

Reading Room

In accordance with section 71 of the *Access to Information Act*, the Board Room of the Authority has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: 1080 Beaver Hall Hill, Suite 1402, Montreal, Quebec.

Classes of Records

LPA/OPR-005
Pilotage Services
Description: Information on the provision of pilotage services within the Laurentian region. *Topics:* Dispatching records; pilotage licences; assignments; tariff charges; accident reports; collective agreements; international shipping affairs.

LPA/OPR-010
Tariffs
Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region, as well as results of Canadian Transport Commission hearings.

LAURENTIAN PILOTAGE AUTHORITY CANADA

LAURENTIAN PILOTAGE AUTHORITY
(LPA)

OPERATIONS BRANCH
(OPR)

005 Pilotage Services
010 Tariffs

ACCESS TO INFORMATION
CO-ORDINATOR
LAURENTIAN PILOTAGE AUTHORITY
1080 BEAVER HALL HILL, SUITE 1402
MONTREAL, QUEBEC
H2Z 1S8

Chapter 57

LAW REFORM COMMISSION OF CANADA

A. GENERAL INFORMATION

Historical Background

The Commission was established by the *Law Reform Commission Act*, which came into effect on June 1, 1971.

Responsibilities

The objectives of the Commission are to study and keep under review, on a continuing and systematic basis, the statutes and other laws comprising the laws of Canada with a view to making recommendations for their improvement, modernization and reform, including, without limiting the generality of the foregoing: the removal of anachronisms and anomalies in the law; the reflection in and by the law of the distinctive concepts and institutions of the common law and civil law legal systems in Canada and the reconciliation of differences and discrepancies in the expression and application of the law arising out of differences in those concepts and institutions; the elimination of obsolete laws; and the development of new approaches to, and new concepts of the law in keeping with, and responsive to, the changing needs of modern Canadian society and of individual members of that society.

Legislation

- Law Reform Commission Act

Organizational Units and their Role

The Commission proper comprises five members: the President, the Vice-President and three Commissioners, all full-time and all appointed by the Governor in Council. The President is named in the *Law Reform Commission Act* as the Chief Executive Officer of the Commission and, accordingly, is responsible for all aspects of policy direction, and execution of the Commission's activities both in the research program and in its administrative functions. All publications and recommendations for reform action are given consideration by the Commissioners, including the President and Vice-President, in plenary meetings. The Commission has direct responsibility for direction and supervision of the specific projects.

The **Commission Secretary,** the senior public servant, reports directly to the President. The Secretary acts as adviser to the President on matters of policies and/or the formulation and execution of the research program and related public consultation programs. The Secretary sets and monitors the standard of language used in Commission publications and correspondence, provides expert advice on the Commission's relations with other government organizations and with the public at large, and exercises a general direction over administrative policy matters.

The **Director of Operations,** who controls a staff of 28, reports to the Commission Secretary. In consultation with the Secretary, the Director is responsible for formulation of administrative policy; financial planning, control and overall efficiency of the personnel management system; and such supporting facilities as the library, text processing, publication distribution, translation, and information services.

Almost all of the Commission's research endeavours fall within three major categories: Administrative Law, Criminal Law, and Protection of Life. The scope of work in Criminal Law is such that it is handled as two projects; Substantive Criminal Law and Criminal Procedure. In keeping with its mandate, the Commission has a project called Ongoing Modernization of Statutes. Under this general heading, the Commission, from time to time, reviews various federal statutes which may be unfair, obsolete or in need of modernization. Reports to Parliament, which contain the final recommendations of the Commission for reform in a particular area, are submitted to the Minister of Justice who is required by the *Law Reform Commission Act* to cause each Report to be laid before Parliament.

The **Criminal Law (Substantive) Project** covers the substance of criminal law, i.e. the rules on definitions of offences and the rules on liability, jurisdiction, defences, participation and inchoate crimes. This project completed its work in fiscal year 1986-87 and is now merged into the Criminal Law Project.

The **Criminal Law (Procedure) Project** encompasses legal procedures, police prerogatives and powers provided for the investigation, prosecution, trial, sentencing and appeal in criminal offences. It specifies the means by which proscriptions are enforced and punishments imposed.

The **Protection of Life Project** focuses upon environmental pollution and medical law. The role of criminal law in protecting the environment and health is of particular concern.

The **Administrative Law Project** studies the effectiveness of administrative sanctions as well as procedures before administrative tribunals.

Manuals

- Records Classification Manual

Additional Information

Requests for further information about the Commission and its various programs and functions may be directed to any of the following:

The Secretary
Law Reform Commission of Canada
Varette Building
130 Albert Street
Ottawa, Ontario
K1A 0L6
(613) 996-7844

Press Enquiries

Director of Information Services
(613) 995-2535

Parliamentary Questions

Director of Operations
(613) 996-7844

Publications Office

(613) 995-5451

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access To Information and Privacy Co-ordinator
Law Reform Commission of Canada
Varette Building
130 Albert Street, Room 844
Ottawa, Ontario
K1A 0L6
(613) 996-7844

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: Varette Building, Eighth Floor, 130 Albert Street, Ottawa, Ontario.

Classes of Records

LRC/LRS-005
Law Reform
Description: Information on Law Reform Commission philosophy and the methodology of study and research in various areas of the law, general administration of research, visits, correspondence with Ministers, outside enquiries, and liaison with Canadian, foreign, and international organizations concerned with research in law. *Topics:* Law reform; court cases; Acts and legislation; federal Acts and legislation — suggestions and opinions; legal drafting; constitution; legal research — references and abbreviations; Community Law Reform Project (East York); law reform co-operation and liaison; federal electoral reform; library — law project; ongoing modernization of statutes; pilot projects; research studies; statistics; reports and returns; a system to classify, retrieve and monitor Law Reform Commission recommendations; law reform — suggestions and opinions; young offenders.

LRC/LRS-010
Administrative Law
Description: Information on the study of the powers and procedures of federal agencies, and the use of sanctions to enforce compliance with regulations. *Topics:* Administrative law; administrative law appeal; Administrative Review Council; Federal Court; Judicial Review; Guidelines for Administration; federal agencies; freedom of information; Catalogue of Discretionary Powers in the Revised Statutes of Canada (R.S.C.) 1970; statutory powers of administrative authorities; Study Group of Administrative Tribunals; administrative appointments and procedures; administrative law — suggestions and opinions.

LRC/LRS-015
Criminal Law
Description: Research into the structure and content of the Criminal Code, the role of legislation and the whole process of criminal law. *Topics:* Criminal law; aims and purpose of criminal law; criminal law — towards a codification; corporate criminal liability; equality before the law — native people; poverty and criminal law; general principles and substantive offences; intoxication; mental elements of the offence; mental illness; mental disorder in the criminal process; criminal responsibility for group action; strict liability; criminal law — suggestions and opinions.

LRC/LRS-020
Criminal Law — Offences
Description: The study of willful attempts to obstruct, pervert or defeat the course of justice. *Topics:* Conspiracy; contempt of court; dishonest acquisition of property; empirical event basis of criminal offences; empirical research on statement admissions and confessions; homicide; obscenity; pre-trial statements; protection of political institutions; sexual offences; dangerous sexual offenders; theft, fraud and related offences; criminal law offences — suggestions and opinions.

LRC/LRS-025
Criminal Law — Procedures
Description: Research into procedures leading to the trial, and the trial process. *Topics:* Criminal law procedure; self-incrimination; assessors; bail reform legislation; charging process discretion; charging process — framing the charge; classification of offences and the jurisdiction of the courts; control of the process; costs in criminal cases; criminal records — maintenance and disclosure; extraordinary remedies; jury; jury — pattern instructions; jury study — surveys; evidence of identification; minor offences; plea bargaining; pre-sentence hearings; pre-trial discovery; pre-trial procedures; private prosecutions; retention of stolen goods as exhibits at trial; police powers — general, arrest, search and seizure; police interrogation procedures; criminal procedure — suggestions and opinions.

LRC/LRS-030
Sentencing
Description: Studies of procedures surrounding sentencing. *Topics:* Sentencing and disposition; diversion; sentencing and disposition — empirical research; fines; deterrence; hospital orders; information use in sentencing; imprisonment; legal aspects of prison decision-making; magistrates' courts (Winnipeg Study); parole; prisoners' rights; probation; restitution; statistical data; sentencing and disposition — surveys, suggestions and opinions.

LRC/LRS-035
Military Law
Description: Studies on the rules of evidence used in the Canadian Armed Forces.

LAW REFORM COMMISSION OF CANADA

LRC/LRS-040
Evidence
Description: Studies on methods and procedures in presenting evidence to the court. *Topics:* Evidence; burden of proof and presumptions; character of witness and similar fact; children's evidence; compatibility of the accused and the admissibility of his statements; confessions; exclusion of illegally obtained evidence; expert witnesses and opinion evidence; authentication and identification; corroboration; hearsay; judicial notice; privileges; evidence witnesses — competency and compellability; evidence — suggestions and opinions.

LRC/LRS-045
Family Law
Description: Studies of Parliament's legislative authority in marriage and divorce. *Topics:* Family law; children's legal representation; divorce; Family Court; Unified Family Courts; illegitimacy; maintenance orders; matrimonial property — common law, civil law; nullity of marriage; statistical data; family law — suggestions and opinions.

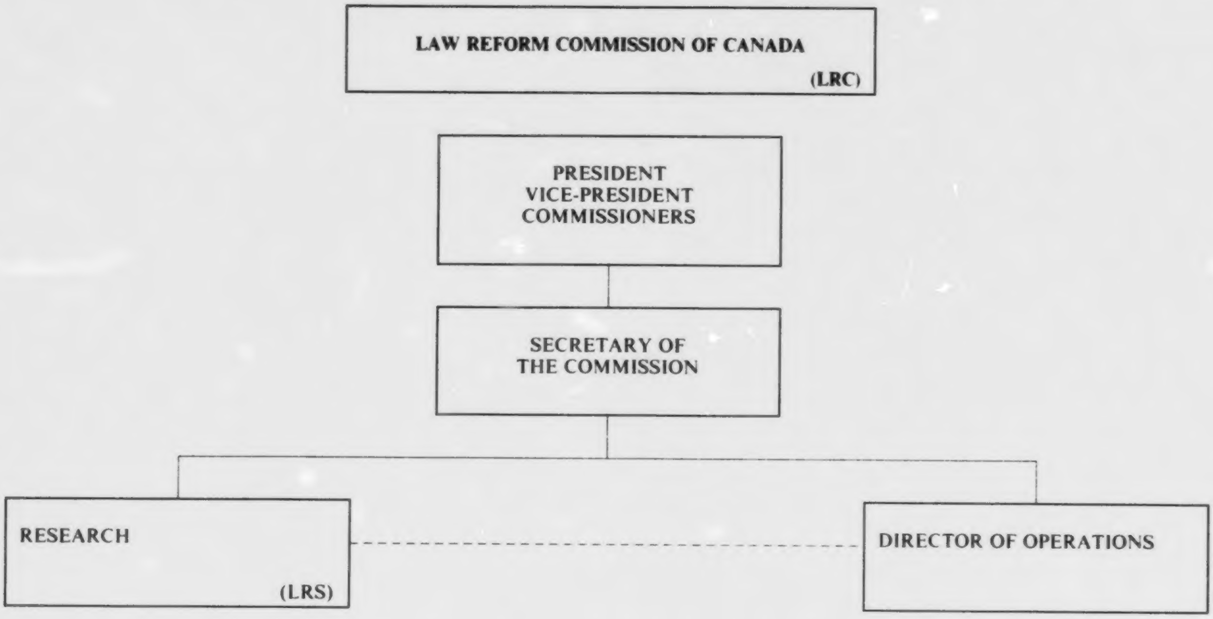
LRC/LRS-050
Expropriation
Description: Information on the study of federal expropriation powers not in the *Expropriation Act*. *Topics:* Expropriation; communications with non-government agencies; communications with foreign governments and agencies; communications with provincial governments; communications with federal agencies and departments; injurious affections; public hearings; expropriation — suggestions and opinions.

LRC/LRS-055
Commercial Law
Description: Research on the payment process, personal property security, corporate securities, and consumer protection. *Topics:* Commercial law; Canadian payment system; interest on judgment debts; commercial law — suggestions and opinions.

LRC/LRS-060
Labour Law
Description: Research on the *Canada Corporations Act*, the *Income Tax Act*, and the *Canada Labour Code*. *Topics:* Labour law; arbitration.

LRC/LRS-065
Protection of Life
Description: Research on the role of the law in the whole area of life and death generally. *Topics:* Protection of life; consent; death and dying; environmental law; health care rights; human experimentation; mental health care; protection of the person in criminal law; protection of life — suggestions and opinions.

LAW REFORM COMMISSION OF CANADA



005 Law Reform
010 Administrative Law
015 Criminal Law
020 Criminal Law — Offences
025 Criminal Law — Procedures
030 Sentencing
035 Military Law
040 Evidence
045 Family Law
050 Expropriation
055 Commercial Law
060 Labour Law
065 Protection of Life

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
LAW REFORM COMMISSION OF CANADA
VARETTE BUILDING
130 ALBERT STREET, ROOM 844
OTTAWA, ONTARIO
K1A 0L6

Chapter 58

LIVESTOCK FEED BOARD OF CANADA

A. GENERAL INFORMATION

Historical Background

The Livestock Feed Board of Canada was created by the *Livestock Feed Assistance Act*, 1967.

Responsibilities

The basic objectives of the Livestock Feed Board of Canada are to attempt to ensure, within the framework of the Act, that livestock feeders in Eastern Canada, British Columbia, the Yukon and the Northwest Territories have available, at the right time and locations and in sufficient amounts, the various categories of feed grains they require for feeding their livestock and poultry. The Board also ensures reasonable stabililty and fair equalization of feed grain prices within these different regions. This calls for continuous methodical research into markets, transportation developments, flow of grains, utilization of storage space, consumption patterns of feed grains for various livestock, and industrial uses.

Legislation

- Feed Grain Transportation and Storage Assistance Regulations
- Livestock Feed Assistance Act, R.S., chapter L-9 1776-77, chapter 34; 1980, chapter 16

Organizational Units and their Role

The Livestock Feed Board of Canada is a Crown corporation reporting to Parliament through the Minister of Agriculture. The Board consists of not less than three nor more than five members appointed by the Governor in Council.

The Act also provides for the existence of an Advisory Committee consisting of not less than five nor more than seven members, each of whom shall be appointed by the Governor in Council.

The executive staff of the Board consists of a Director General, also in charge of Program Co-ordination; a Director of Programs for British Columbia; a Director of Economic Research; a Director of Finance; a Director of Transportation and a Director of Communications.

Manuals

- Feed Freight Assistance Program

Additional Information

Requests for further information about the Livestock Feed Board, its program, activities and functions may be directed to:

Information Officer
Livestock Feed Board of Canada
P.O. Box 177, Snowdon Station
Montreal, Quebec
H3X 3T4
(514) 283-7505

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Livestock Feed Board of Canada
P.O. Box 177, Snowdon Station
Montreal, Quebec
H3X 3T4
(514) 283-7505

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is 5180 Queen Mary Road, Room 400, Montreal, Quebec.

Chapter 59

MEDICAL RESEARCH COUNCIL OF CANADA

A. GENERAL INFORMATION

Historical Background

The Medical Research Council (MRC) is a departmental corporation which became a separate entity in 1969 by the *Medical Research Council Act*, after some ten years of functioning as a semi-autonomous component of the National Research Council.

Responsibilities

According to the *Medical Research Council Act*, the Council's mandate is to promote and support health sciences research in Canada by funding research carried out primarily in faculties of medicine, dentistry, and pharmacy, as well as in affiliated institutions and hospitals. The Medical Research Council is accountable to Parliament through the Minister of National Health and Welfare.

Legislation

- Medical Research Council Act, R.S.C., chapter M-9 amended 1976-77, chapters 24, 34
- Queen Elizabeth II Canadian Research Fund Act, R.S.C. 1970, chapter Q-1

Organizational Units and their Role

The Council comprises a full-time president, who is also the chief executive officer, and 21 members, representative of the scientific and lay communities, who serve without remuneration and are appointed by the Governor in Council. Council meetings are held three times a year to discuss policy issues and to review and approve all program funding.

Executive Committee

The Executive Committee comprises seven Council members including the president and the vice-president. It carries out executive powers and functions under delegation from Council. There are usually five meetings each year. The Council also has standing committees to assist in formulating policies and procedures for priorities and planning, research and personnel funding, public affairs, and ethics in experimentation. Recommendations on grants and awards to be funded are made following an extensive examination of applications through a process of peer review. This peer review process consists of 24 grant and 9 award committees with a total membership of over 320 working scientists drawn chiefly from universities.

Secretariat

The Secretariat of the Council consists of 52 employees located in Ottawa. It is under the direction of the president and is divided into five responsibility areas: the **Office of the President**, including the Secretary to Council; **Programs Branch**, responsible for the delivery of programs approved by the Council; **Policy, Planning and Program Development Branch**, responsible for initiating and co-ordinating the development of new policies and programs, and for elaborating long-term plans (this branch is presently concentrating its activities on the implementation of the new University-Industry Programs); **Corporate Management**, responsible for the provision of central services such as financial, personnel, management information and administrative services; and **Scientific Evaluation Branch**, responsible for administering the peer review process, including site visits, and ensuring the process is reflective of the policies and objectives of Council.

Manuals

- Grants and Awards Guide
- Policies and Procedures — Finance and Administration
- University-Industry, Grants and Awards Guide

Additional Information

Requests for further information about the Council and its various programs and functions may be directed to:

Information Officer
Medical Research Council of Canada
Room 2005, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0W9
(613) 954-1812

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Medical Research Council of Canada
Room 2006, Jeanne Mance Building
Tunney's Pasture,
Ottawa, Ontario
K1A 0W9
(613) 954-1819

Reading Room

Members of the public who wish to inspect manuals used by employees in administering or carrying out programs and activities that affect the public may visit the library of this institution which has been designated as a reading room under section 71 of the *Access to*

Information Act. The address is: Jeanne Mance Building, Tunney's Pasture, Ottawa, Ontario.

Classes of Records

MER/MER-010

Operating Grants

Description: Information about operating grants to provide support for new or continuing research activities by individuals or small groups of investigators working in collaboration. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

MER/MER-015

Program Grants

Description: Information about program grants to facilitate the further growth of team research in Canada. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

MER/MER-020

Major Equipment Grants

Description: Major equipment grants intended to provide for the purchase of single items of special research equipment costing $10 000 or more, or for the purchase of various items of equipment that cost more than $15 000 in total. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

MER/MER-025

Maintenance Grants

Description: Maintenance grants made to cover the costs of maintaining facilities that are shared by groups of researchers within a department, faculty, university, or region. *Topics:* Applications; reviews by external referees; committee assessments; notification and administration of grants; general correspondence.

MER/MER-030

Medical Research Council Groups

Description: Medical Research Council groups provide full support for teams of accomplished investigators who wish to develop collaborative programs in what appear to be especially productive areas. The members of a group are expected to devote their entire research effort to the program of the group and to be freed of the ordinary responsibilities of a faculty member. *Topics:* Application of group director and colleagues; executive and Council decisions; administration of the group; general correspondence.

MER/MER-035

Biotechnology Development Grants

Description: Grants designed primarily to assist in the recruitment of new faculty members with a major interest in applying the recombinant DNA and related techniques to problems directly relevant to the health sciences. *Topics:* Applications; reviews by external referees; committee assessments; notification and administration of grants; general correspondence.

MER/MER-040

Subject Research Development Grants

Description: Grants designed to help initiate new and focused research programs which have the potential for impact on treatment and diagnosis, and for which there are requirements that cannot readily be met through other programs. At present, perinatology research is the only subject to which this program applies. Grants are awarded only in situations where there appears to be a definite university intention to establish and maintain a new research program in the subject concerned. *Topics:* Applications; Council decision; administration of the grant; general correspondence.

MER/MER-045

General Research Grants

Description: Grants made each year to the dean of each school of medicine, dentistry, and pharmacy, to be used for the support of research at the discretion of the dean, except for the stipulation that they not be used for the payment or supplementation of salaries of academic personnel, construction costs or overhead expenses. *Topics:* Notification of the grant to the dean; financial statement; general correspondence.

MER/MER-050

Development Grants

Description: Grants designed primarily to assist in recruiting or establishing new faculty members who have the potential for major accomplishments in research. They are intended to provide an impetus for research in those schools of medicine, dentistry, and pharmacy where a more vigorous research program is considered by Council to be necessary to support professional education and health care. *Topics:* Applications of the principal investigator and colleagues; executive and Council decision; administration of grants; general correspondence.

MER/MER-055

Career Investigators

Description: Originally called the Associateship Program, the Career Investigators program was established in 1956 as a means of providing funds for salaries of a limited number of individuals of outstanding ability and training who made research a full-time career. No new appointments are being made by the Council. Career investigators appointed in 1975 and earlier will continue in their appointment, subject to the terms and conditions under which they accepted the award. *Topics:* Individual's career investigator application; committee decision; administration of the award; general correspondence.

MER/MER-060

Medical Research Council Scientists

Description: This program provides salary support for independent investigators of outstanding ability who have shown promise of becoming leaders in their respective fields. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/MER-065

Scholarships

Description: Scholarships provide salary support, for a period not exceeding five years, to a limited number of young health science investigators who show particular promise as independent researchers. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/MER-070

Centennial Fellowships

Description: Fellowships designed for outstanding young persons of distinguished academic standing who hold an M.D., D.D.S., D.V.M., Pharm. D., or Ph.D. degree and who wish to broaden their fields of interest and thus equip themselves for independent work in clinical investigation and interdisciplinary research in the health sciences. Awards are made for one to three years; no more than ten new awards are made in any year. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/MER-075

Fellowships

Description: Fellowships offered in competition to highly-qualified candidates with an M.D., D.D.S., D.V.M., Pharm. D., or Ph.D. degree who wish to take full-time research training in the health sciences. Awards are tenable for a specific term to a maximum of three years and may be renewed under certain conditions. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/MER-080

Studentships

Description: Studentships provided in competition to highly-qualified graduates with a B.Sc. degree who are undertaking full-time training in research leading to an M.Sc. or Ph.D. degree under the supervision of members of departments of schools of medicine, dentistry, or pharmacy, and under certain circumstances, schools of nursing or physical education. Awards are tenable for a specific term to a maximum of three years and may be renewed. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/MER-085

Farquharson Research Scholarships

Description: Scholarships made available to undergraduates in medicine, dentistry, and pharmacy who wish to gain research experience in a health science department during the summer months. Funds are provided to the dean of each faculty of medicine, dentistry, and pharmacy in accordance with a formula based on undergraduate enrolment. Recipients of the awards are selected locally. *Topics:* Deans' reports; general correspondence.

MER/MER-090

Biotechnology Training Centre Awards

Description: Awards to support opportunities for training students and post-doctoral fellows in the application of techniques of recombinant DNA and related methods, to a broad range of disciplines and problems. *Topics:* Applications; committee assessments; notification and administration of awards; general correspondence.

MER/MER-095

Biotechnology Retraining Awards

Description: Awards to enable established investigators to enhance their own research programs by the application of recombinant DNA strategies. These permit them to spend a year at another laboratory in Canada or abroad in order to gain experience with the relevant techniques. *Topics:* Applications; committee assessments; notification and administration of awards; general correspondence.

MER/MER-100

Visiting Scientists Awards

Description: Awards made in limited numbers each year to enable investigators to spend three to 12 months in laboratories other than their own. Proposals may be submitted by the deans of Canadian health science faculties on behalf of foreign scientists, or by Canadian investigators who wish to spend some time in another university in Canada or abroad in order to advance their research. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/MER-105

Visiting Professors

Description: Visiting professorships intended to encourage collaboration and exchange of information among scientists in Canadian universities. Awards are made to the universities on a formula basis, following submission of proposals by the deans of health science faculties. *Topics:* Individual's application; committee decision; administration of the award; general correspondence.

MER/MER-110

U.S. National Institute of Health International Research Fellowships

Description: Initial screening of Canadian candidates for International Research Fellowships offered by the U.S. National Institute of Health, for which the Council is responsible. *Topics:* Individual's application form; general correspondence.

MER/MER-111

Fund for Research in the Fields of Dyskinesia and Torticollis

Description: The Medical Research Council has responsibility for administering a fund for research in the fields of dyskinesia and torticollis. The fund was established by an anonymous donor and the income derived from it is to be used for the support of research, either basic or clinical or both, in the broad field of movement disorders known as dyskinesia and more particularly for research in the movement disorder known as torticollis. *Topics:* Individual's application; committee decision; administration of the grant; general correspondence.

MER/MER-112

Support for Workshops and Symposia

Description: As part of its program for research in the health sciences, the Council is prepared to support a limited number of applications for the support of workshops and certain types of symposia held in Canada. *Topics:* Individual's application; committee decision; administration of the grant; general correspondence.

MER/MER-113

Travel Grants

Description: Limited funds for travel grants are available to Canadian health scientists who wish to spend short periods of time (maximum length of stay is 30 days) in a specific laboratory for the purpose of furthering their research. *Topics:* Applications in form of a letter; committee decision; administration of the grant; general correspondence.

MER/MER-115

Fields of Research

Description: Information on areas peripheral to medical research for which the Council has some responsibility. *Topics:* Research in the fields of dentistry; schools of pharmacy; psychology; occupational health and safety; gerontology; surgery and veterinary medicine; space research; mental research; general correspondence.

MER/MER-120
Research Survey
Description: Information on surveys established by the Council to gather general statistical data on selected aspects of the research community for use by the Council in determining the research requirements of the health science community across Canada. *Topics:* Graduate students; medical research support; research personnel; research trainees; research costs; health science research funding; academic degrees; fellowships and scholarships from other agencies; tropical and infectious diseases.

MER/MER-125
University-Industry Collaborative Research Program
Description: The objective of this program is to help initiate focused research in the health sciences for which there is an industrial need. The program is designed to help industry collaborate with university-based researchers to solve specific research problems. *Topics:* Applications; reviews by external referees; committee assessment; notification and administration of grants; general correspondence.

MER/MER-130
Industrial Fellowships
Description: The Industrial Fellowship Program provides individuals an opportunity to receive research training in an industrial milieu. *Topics:* Applications; committee assessment; notification and administration of the awards; general correspondence.

MER/MER-135
Industry-University Visiting Program
Description: The Industry-University Visiting Program is offered to facilitate visits of three to twenty-four months by health science researchers to industry and by industrial researchers to Canadian universities and their affiliated institutions. The intent is to enhance research and development in the health sciences in Canada in both universities and industry and to create linkages between industry and universities. *Topics:* Applications; committee assessment; notification and administration of the award; general correspondence.

MER/MER-140
Workshops
Description: Council is willing to share with industry the cost for a limited number of workshops held in Canada. Council defines a workshop as a meeting of a limited number of persons (10-30) individually invited to address specific questions or problems important to research in the health sciences in Canada, with the purpose of reaching a consensus on recommendations or conclusions. The majority of participants should hold appointments in Canada. *Topics:* Applications; committee assessment; notification and administration of the grant; general correspondence.

MER/MER-145
Queen Elizabeth II Visiting Professorships
Description: These awards are designed to enable Canadian departments of pediatrics to invite scientists of international calibre to help strengthen the departments' scientific and research efforts in childhood diseases. Each visiting scientist will be known as the "Elizabeth II Visiting Professor". The recipient will be expected to spend from three to five days in the host department.

MER/MER-150
Dental Fellowships
Description: This program is intended to provide training for Dental Fellows in order to increase the number of dental clinician-teachers well versed in research methods and capable of independent research work. The research training may lead to a PhD degree, although this is not a prerequisite. Nevertheless, the program should be of similar duration and rigour.

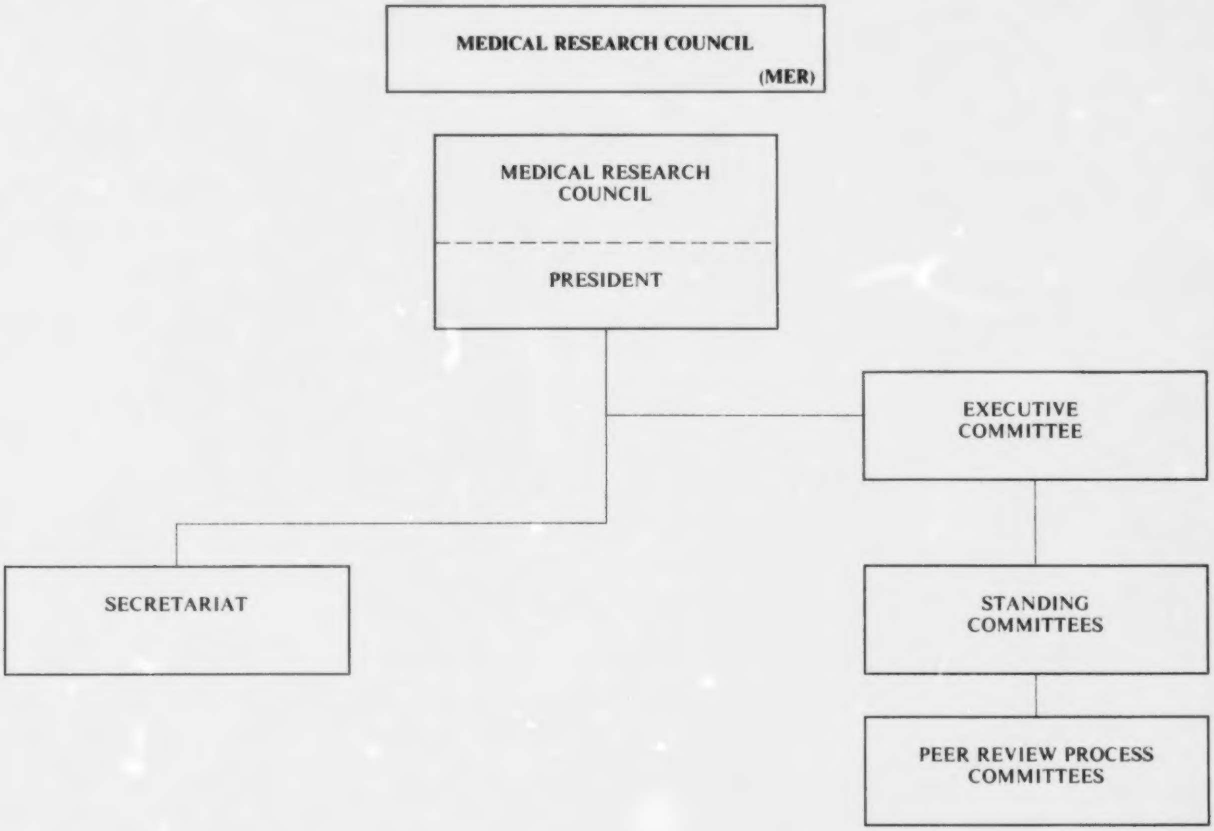
MER/MER-155
Research Associates
Description: This program offers the opportunity for institutions to recruit a limited number of outstanding investigators to complement and further develop existing research strengths. It provides salary support for independent investigators of outstanding ability in their respective research fields in both basic and clinical sciences.

MER/MER-160
Clinical Trials
Description: Council will accept applications for the funding of clinical trials which access, in a rigorous manner, the efficacy of diagnostic and therapeutic procedures, as well as workshops or meetings of the prospective participants.

MER/MER-165
Clinician-Scientist (New)
Description: The Clinician-Scientist Award is offered to highly qualified and motivated clinicians who have been identified by a Canadian medical school as having strong potential to become clinician-scientists. At the time of application, candidates will have recently completed their specialty clinical training (or will shortly do so). They should be undertaking, or intend to undertake, research training to be followed by a career as a clinician-scientist.

MER/MER-170
NHRDP-MRC Joint Program for Development of Research in Nursing (New)
Description: As part of its National Health Research and Development Program (NHRDP), the Department of National Health and Welfare, in conjunction with the Medical Research Council of Canada, offers a program designed to develop research in schools of nursing.

MEDICAL RESEARCH COUNCIL OF CANADA



MEDICAL RESEARCH COUNCIL OF CANADA

CENTRALIZED CLASSES OF RECORDS

010 Operating Grants
015 Program Grants
020 Major Equipment Grants
025 Maintenance Grants
030 Medical Research Council Groups
035 Biotechnology Development Grants
040 Subject Research Development Grants
045 General Research Grants
050 Development Grants
055 Career Investigators
060 Medical Research Council Scientists
065 Scholarships
070 Centennial Fellowships
075 Fellowships
080 Studentships
085 Farquharson Research Scholarships
090 Biotechnology Training Centre Awards
095 Biotechnology Retraining Awards
100 Visiting Scientists Awards
105 Visiting Professors
110 U.S. National Institute of Health International Research Fellowships
111 Fund for Research in the Fields of Dyskinesia and Torticollis
112 Support for Workshops and Symposia
113 Travel Grants
115 Fields of Research
120 Research Survey
125 University-Industry Collaborative Research Program
130 Industrial Fellowships
135 Industry-University Visiting Program
140 Workshops
145 Queen Elizabeth II Visiting Professorships
150 Dental Fellowships
155 Research Associates
160 Clinical Trials
165 Clinician-Scientist
170 NHRDOP-MRC Joint Program for Development of Research in Nursing

ACCESS TO INFORMATION
CO-ORDINATOR
MEDICAL RESEARCH COUNCIL
ROOM 2006, JEANNE MANCE BUILDING
TUNNEY'S PASTURE
OTTAWA, ONTARIO
K1A 0W9

Chapter 60

MINISTRY OF STATE SCIENCE AND TECHNOLOGY CANADA

A. GENERAL INFORMATION

Historical Background

The Ministry of State for Science and Technology (MOSST) was established by an Order-in-Council in 1971.

Responsibilities

The responsibilities of the Ministry are to formulate policies and provide advice to promote the development and use of science and technology in support of Canada's economic and social goals. In addition, the Secretary of the Ministry of State for Science and Technology is the Chief Science Advisor to the federal government.

Organizational Units and their Role

Government and Universities Sector

This sector develops policies and advises on the better management and co-ordination of all government science and technology programs (S&T) in order to achieve effective resource allocation and to meet government-wide social and economic objectives.

Industry and Intergovernmental Relations Sector

This sector co-ordinates and participates in the development and implementation of policies and programs to improve the harmonization of, and collaboration in, federal, provincial, territorial and international S&T initiatives. It also promotes the better management and co-ordination of the government's programs that assist industry to increase its level of R&D, to develop and exploit strategic technologies, and to improve linkages between government, industry, academic institutions and the international science community.

Communications Branch

This branch co-ordinates and implements the public affairs and information aspects of the Ministry and the science and technology policy and program initiatives of the government.

Corporate Services Branch

This branch provides core support services for the Ministry including planning, finance, human resources, office systems, library and administration.

Secretariat for the National Advisory Board on Science and Technology

The Secretariat provides policy advice, co-ordination and administrative services to the Board.

Additional Information

Requests for further information about the Ministry and its various programs and activities may be directed to:

Ministry of State for Science and Technology
240 Sparks Street
Ottawa, Ontario
K1A 1A1
(613) 991-0284

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Senior Departmental Advisor
Access to Information and Privacy Office
Department of Regional Industrial Expansion
235 Queen Street, 3rd Floor West
Ottawa, Ontario
K1A 0H5
(613) 954-2754

Reading Room

Members of the public who wish to inspect manuals used by employees in administering or carrying out programs and activities that affect the public may visit the library of this institution which has been designated as a reading room under section 71 of the *Access to Information Act* The address is: C.D. Howe Building, 240 Sparks Street, Ottawa, Ontario.

Classes of Records

MST/MST-005

Federal Management of Science and Technology

Description: This class covers general information relating to the operational activities of the Ministry. *Topics:* Government departments and agencies; interdepartmental co-operation (including granting councils); general records on provinces; reports, project assessments; unsolicited proposals and assistance programs; industry; research and technology centres; universities; professional associations and societies; conferences; major Crown projects; management of science and technology personnel; research and development; task forces; venture capital; social issues and affairs; and taxation.

MINISTRY OF STATE
SCIENCE AND TECHNOLOGY CANADA

MST/MST-006
Science and Technology — Specialized Technologies
Description: This class covers information relating to sectors and areas of industry and research where scientific and technological innovation are used. *Topics:* Strategic technologies; micro-electronics; ocean and marine research; earth sciences; environment; energy; health sciences; innovation; information technologies; intellectual property; telecommunications; transportation; toxic chemicals; Arctic issues; technology and the resource sector; plastics; animals in research; defence systems; building and architecture; clothing and textiles; electrochemistry; factory automation; advanced industrial materials and technology; and social impact of technological change.

MST/MST-007
National Science and Technology Policy
Description: This class covers information relating to Canada's science and technology strategy and framework. *Topics:* National Science and Technology Policy; statistical data and reports; national forums on policy.

MST/MST-008
International Affairs
Description: This class covers information relating to international scientific and technical co-operation between Canada and other countries. *Topics:* Scientific and technical international consultation and agreements; international agencies; Commonwealth Science Council; Organization for Economic Co-operation and Development; United Nations; European Economic Community; and scientific personnel abroad including fellowships.

MST/MST-009
Biotechnology
Description: This class covers information relating to biotechnological and generic technologies in Canada and abroad. *Topics:* International co-operation in biotechnology; areas of application; industry; generic technologies; National Biotechnology Advisory Committee; National Biotechnology Strategy; and Interdepartmental Committee on Biotechnology.

MST/MST-010
Communications
Description: This class covers information relating to the activities of the Communications Branch, including public relations. *Topics:* Communications strategies; parliamentary activities; publications; mailing lists; committees; briefings; and Public Awareness Program for Science and Technology.

MST/MST-011
Industry
Description: This class covers information relating to the private sector. *Topics:* Economic and financial issues which affect the private sector.

MST/MST-020
Administration
Description: This class covers information relating to the administrative activities of the Ministry. *Topics:* Administration; organization and re-organization; campaigns and canvassing; Treasury Board circulars and directive orders; telecommunication services; office automation; office services (including Library and Records Management Programs); mail and postal services; security; and administrative meetings.

MST/MST-025
Buildings and Properties
Description: Buildings and properties; accommodation; reports and statistics; and utilities.

MST/MST-030
Equipment and Supplies
Description: Equipment and supplies; purchase orders; stocked and non-stocked items; standing offers; vehicles (including parking); contracts; and inventories.

MST/MST-035
Finances
Description: This class covers information relating to the financial activities of the Ministry. *Topics:* Finance and accounting; standing advances; grants; budget (including MYOP and Estimates); Economic and Regional Development Agreements (Fed-Prov); contracts; claims; expenditures; and travel expenses.

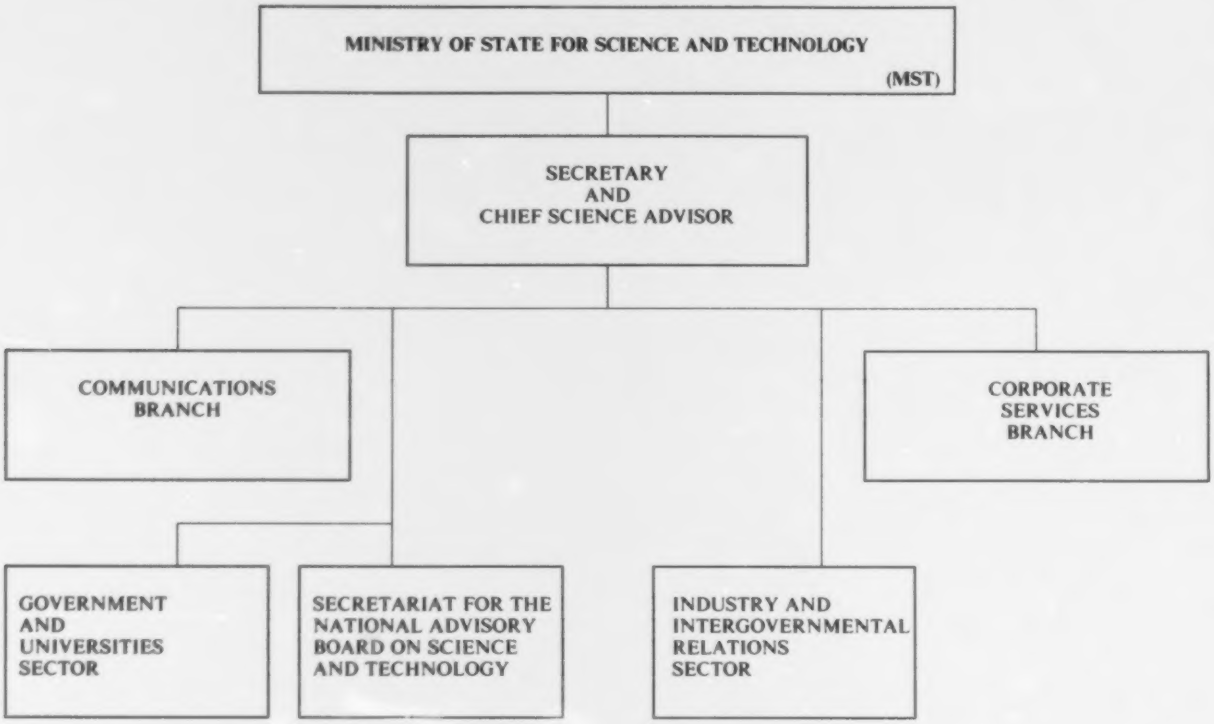
MST/MST-040
Personnel
Description: This class covers information relating to the Ministry's activities in Personnel Management. *Topics:* Personnel; affirmative action; appointments; retirements; staffing and employment (including applications); official languages; and training and development.

Deleted Classes of Records

The information contained in the following class of records has been transferred to the Canadian Space Agency:

MST/MST-015 Space

MINISTRY OF STATE SCIENCE AND TECHNOLOGY CANADA


MINISTRY OF STATE FOR SCIENCE AND TECHNOLOGY
(MST)
SECRETARY AND CHIEF SCIENCE ADVISOR
COMMUNICATIONS BRANCH
CORPORATE SERVICES BRANCH
GOVERNMENT AND UNIVERSITIES SECTOR
SECRETARIAT FOR THE NATIONAL ADVISORY BOARD ON SCIENCE AND TECHNOLOGY
INDUSTRY AND INTERGOVERNMENTAL RELATIONS SECTOR

CENTRALIZED CLASSES OF RECORDS

005 Federal Management of Science and Technology
006 Science and Technology — Specialized Technologies
007 National Science and Technology Policy
008 International Affairs
009 Biotechnology
010 Communications
011 Industry
020 Administration
025 Buildings and Properties
030 Equipment and Supplies
035 Finances
040 Personnel

SENIOR DEPARTMENTAL ADVISOR
ACCESS TO INFORMATION AND PRIVACY OFFICE
DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION
235 QUEEN STREET, 3rd FLOOR WEST
OTTAWA, ONTARIO
K1A 0H5

Chapter 61

NATIONAL ARCHIVES OF CANADA

A. GENERAL INFORMATION

Historical Background

The Public Archives of Canada was created in 1872 and has existed as a distinct organization since the *Public Archives Act* of 1912. This act was replaced by the *National Archives of Canada Act* (June 1987), which modified the name to the National Archives of Canada.

Responsibilities

The National Archives of Canada provides three basic services: collecting and preserving public (federal) and private historical records of national importance; organizing, managing, preserving or disposing of the current records of government institutions at the request of Treasury Board; and providing assistance to the archival community. This broad mandate obliges the National Archives to preserve material both from the private sector and federal government institutions. The classes of records described in this publication, however, do not include material placed in the National Archives by persons or organizations other than government institutions. Access conditions for collections acquired from the private sector are normally established by negotiation between the donor and the National Archives.

Legislation

- National Archives of Canada Act (1987)

Organizational Units and their Role

National Archivist's Office

The National Archivist is ultimately responsible for all activities of the National Archives and also participates nationally and internationally in various committees, associations and councils. The Assistant National Archivist assists the National Archivist, particularly in the policy and informatics and records services areas. The Assistant National Archivist is the Access to Information and Privacy Co-ordinator for the Department.

Policy Branch

The Branch is responsible for relations with central policy agencies, other federal cultural institutions, provincial governments and non-government organizations, as well as for international relations. The Branch develops policy proposals related to archives. It also co-ordinates departmental planning for the National Archives, and provides for the cyclical and independent review and assessment of departmental programs for both the National Archivist and the National Librarian. The Branch consists of the Program Evaluation and Research Division, Policy Analysis and Development, International Activities, Planning and Monitoring, and the Executive Secretariat.

Historical Resources Branch

The Historical Resources Branch is responsible for the acquisition and the optimum custody of government and private records having national significance, in order to provide for their orderly care and maintenance, and in order to make them accessible for consultation, research and other services. There are five divisions in the Branch: Cartographic and Architectural Archives, Documentary Art and Photography, Government Archives, Manuscripts, and Moving Image and Sound Archives.

Government Records Branch

The Government Records Branch is responsible for programs and services that facilitate the management of information holdings controlled by federal government institutions. Information holdings include correspondence, computer data, microforms, and graphic works. The Branch controls the process of record destruction throughout the federal government; evaluates for Treasury Board the implementation of directives on information holdings in departments and agencies; provides training courses, technical publications, and advice to federal employees; offers records centre storage facilities to government institutions across the country; and controls the records of former public servants and members of the Armed Forces. There are five divisions in the Branch: Automated Information Systems, Federal Records Centres, Micrographic Standards and Development, Personnel Records Centre and Records Management and Micrographic Systems.

Public Programs Branch

The Branch is responsible for the development and promotion of public programs (including publications and exhibitions), the provision of reference and researcher services, co-ordination of public events and media relations, departmental library services, and for assistance to the archival community. There are three divisions in the Branch: Library, Communications, and Reference and Researcher Services.

Conservation Branch

The Branch is responsible for the effective conservation of the holdings of the National Archives. The Branch plans and directs the implementation of the departmental conservation program, performs restoration and/or preservation functions for all archival media, provides photographic reproductions, arranges contracts for archival microfilming services, conducts conservation research, and offers advice on optical disc technology. In addition, the Branch provides conservation services upon request to the National Library. There are three divisions in the Branch: Records Conservation, Picture Conservation and Microfilm Services. There are also five offices: Photographic Services, Technical Operations, EDP Records Preservation, Planning and Co-ordination, and Optical Disc Advisor.

Informatics and Records Services Branch

The Branch is responsible for forms management and telecommunications for both the National Library and the National Archives, and for computer services and records services for the National Archives only. There is one division in the Branch, Computer and Telecommunications. There are also two offices: Systems Analysis and Development, and Records Services.

Management Services Branch

This branch is responsible for personnel policy and programs; official languages; human resources development and employment equity; staff relations; pay and benefits; financial planning, analysis and reporting; systems development and accounting operations; matériel, accommodation and security management for both the National Archives and the National Library. There are three divisions in the Branch: Personnel Services, Financial Services and Administrative Services.

Manuals

(Historical Resources)
- Cartographic and Architectural Archives Division Cataloguing Manual
- Documentary Art and Photography Division Cataloguing Standards
- Documentary Art and Photography Division DBase Select Manual (2 volumes)
- Documentary Art and Photography Division Descriptive and Subject Cataloguing
- Documentary Art and Photography Division Reference Service Procedure Manual
- Government Archives Division Procedure Manual
- Manuscript Division Procedures Manual

(Public Programs)
- Internal Procedural Manuals on Acquisition, Loans and Cataloguing

(Government Records)
- Records Management: Organization and Procedures

Additional Information

Requests for further information about the organization and its various programs and functions may be directed to:

Library
Canadian Centre for Information and Documentation on Archives
Public Programs Branch
National Archives of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N3
(613) 996-7686

B. CLASSES OF RECORDS

Access Procedures

A formal request relating to archival holding under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access Section
Government Archives Division, Historical Resources Branch
National Archives of Canada
Room 3113, 344 Wellington Street
Ottawa, Ontario
K1A 0N3
(613) 996-9738

Inquiries and requests for formal access to records of former public servants and members of the Armed Forces should be addressed to:

Director
Personnel Records Centre
National Archives of Canada
Tunney's Pasture
Ottawa, Ontario
K1A 0N3
(613) 990-7575

Reading Room

The Deparment's library has been designated under section 71 of the *Access to Information Act* as a reading room where the public can inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: 395 Wellington Street, Ottawa, Ontario.

Classes of Records

PAC/DAO-005
General Operations
Description: Information on the acquisition, conservation and use of historical documents and on the records management function. *Topics:* Correspondence with the Minister, Treasury Board and other central agencies; publications; exhibitions; planning; evaluation and audit; and operational training.

PAC/PBR-010
Federal-Provincial, National and International Liaison
Description: Information on participation in various departmental, provincial, national and international organizations. *Topics:* Associations — Association of Canadian Archivists, Association des archivistes du Québec; Societies — Society of American Archivists, Royal Commonwealth Society; Councils — International Council of Archives; and committees — Senior Management Committee, Advisory Committee on Records, Archives Committee for Pan-American Institute of Geography and History.

PAC/FAD-011
Government Archives Division
Description: Correspondence of a general nature on the operations and activities of the Government Archives Division. *Topics:* Access to material; internal research and projects; EDP hardware (Equipment and machinery); EDP software (development or consideration of

systems); studies, surveys and questionnaires; conservation of holdings.

PAC/FAD-015

Acquisition and Control

Description: Information on the acquisition of textual government records and their selection, organization and conservation as permanent historical records of the Government of Canada. Information on the appraisal and acquisition of private and federal government machine-readable data files of historical or long-term research value. *Topics:* Acquisitions (Government and private sectors); liaison (institutions and countries); microfilm submissions; records retention and disposal schedules submissions; negotiations and liaison with departments and agencies; transfer of records and accessioning procedures.

PAC/FAD-020

Reference and Inquiries

*Description:*Information on the terms, arrangements and provisions for making information contained in historical records available to the general public. *Topics:* Registration of researchers; access and restrictions; microfilm interlibrary loans; photo-duplication services.

PAC/FAD-025

Historical Records

Description: Information on all aspects of the organization and operations of federal government departments and agencies and their predecessors, selected for permanent preservation because of their historical value. *Topics:* Culture and communications; external relations; trade, commerce and statistical matters; fiscal and industrial affairs; judicial and parliamentary activities; state and general government administration; military and wartime activities; minerals and energy; natural resources, the north and scientific research; public works and transportation; social and native affairs. *Retrievability:* The original file classification systems used in creating departments and agencies have been maintained, but the records of each department and agency have been placed into record groups. The EDP files are arranged by EDP file title and government department. *Storage Medium:* Microfilm and magnetic tapes.

PAC/FTS-030

Moving Image and Sound Archives

Description: General information on the functions of this division. *Topics:* Access to material (restrictions); exchanges and agreements; loans; projects.

PAC/FTS-035

Acquisitions and Accessions

Description: Information on the acquisition of films, videotapes and sound recordings of historical value for preservation, cataloguing and storage. *Topics:* Cataloguing; preservation; evaluations, appraisals of collections; purchasing donations; negotiations.

PAC/FTS-040

Reference and Inquiries

Description: Information on reference and inquiries to the Moving Image and Sound Archives for information or copies of holdings. *Topics:* References; cataloguing; permissions to copy; inquiries — individuals, companies, societies and associations, municipal, provincial and federal government institutions.

PAC/FTS-045

Historical Records

Description: Selection of films, videotapes and sound recordings for permanent archival retention. *Topics:* Documentation on Canadian film, television and international cinema; still photographs and transparencies relating to television and films; sound recordings of historical events and broadcasts; biographical sound interviews; fiction and non-fiction films and videotapes. *Storage Media:* Films, tapes, discs, photographs and transparencies.

PAC/NMC-050

Cartographic and Architectural Archives

Description: General information on the functions of this division. *Topics:* Loans of maps; microfilming submissions from federal government institutions; access to material; internal research and cataloguing projects; development and participation in the archives course and the seminar on cartographic archives; provision of material for exhibitions.

PAC/NMC-055

Acquisitions and Accessions

Description: Information on the acquisition and accession of cartographic and architectural records from government institutions and the private sector for preservation, cataloguing and storage. *Topics:* Evaluations; negotiations; agreements; auctions; offers of maps. *Retrievability:* These files are arranged by subject, donor, or collection.

PAC/NMC-060

Reference and Inquiries

Description: Information on reference and inquiries to the Cartographic and Architectural Archives for information or copies of holdings. *Topics:* Inquiries — individuals, companies, societies and associations; colleges, universities and schools; municipal, provincial and federal institutions; permissions to copy; redistribution of maps.

PAC/NMC-065

Historical Records

Description: Selection of all cartographic and architectural forms, including maps, plans, charts, blueprints, atlases and globes for permanent archival retention. *Topics:* Early Canadian cartography; modern cartography (after 1850); government cartographic and architectural records. *Retrievability:* Collections acquired from government institutions and considered public records are filed by record group. Maps transferred to the Cartographic and Architectual Archives from the collections acquired by the Manuscript Division are filed by collection name. Individual maps are filed by geographic classification number.

PAC/MAD-070

Acquisitions and Accessions

Description: Information on manuscripts and records acquired from the private sector to be organized, retained and preserved by the National Archives of Canada. *Topics:* Acquisitions (negotiations, some evaluations and agreements with collectors, the public and donors; also exchanges with archival institutions); contacts for acquisition purposes; transfers, organization and control of manuscript collections. *Retrievability:* These files are arranged by subject, donor, collection and institution.

PAC/MAD-075

Reference and Inquiries

Description: Information on research performed by divisional staff, inquiries, and access to the records in the custody of the Manuscript Division. *Topics:* Research (on historical events and persons, cultural, political, social, economic, scientific and intellectual development of Canada, genealogy, ships, military regiments and other miscellaneous subjects); inquiries — by individuals, organizations and government departments; access to records — lists of access restrictions and requests, including approval or denial of access (listed by year).

PAC/NPC-099

Documentary Art and Photography Division

Description: General information on the function of this division. *Topics:* Loans of pictures, transparencies and photographic documents; access to material; internal research projects; provision of material for exhibitions; exchanges and agreements; artist files by name.

PAC/NPC-100

Acquisitions, Research and Control

Description: Information on the acquisition and accession of pictorial and iconographic records such as paintings, medals, drawings, posters and heraldry as well as photographic documents organized for preservation, cataloguing and storage. *Topics:* Evaluations, negotiations and agreements with photographers, members of the public and donors; biographies of historical and contemporary artists and photographers; inventories; research and acquisition projects; contacts in the private sector; accession (the nature, source and location of each collection); transfers, organization, storage and control of photographic records. *Retrievability:* These files are arranged by subject, donor, collection, by individual accession and by name.

PAC/NPC-105

Reference and Inquiries

Description: Information on reference and inquiries to the Documentary Art and Photography Division for information, access or copies of holdings. *Topics:* Inquiries from individuals, organizations and government departments; the organization of reference services; the course and completion of exhibitions and publications; the cataloguing of photographs, pictorial or iconographic records; access to records; photo-duplication of records. *Retrievabililty:* These files are arranged by subject, year, individual, organization and government.

PAC/NPC-110

Historical Records

Description: Photographic documentation transferred to the National Archives of Canada from federal sources illustrating all aspects of national life as well as paintings, drawings, heraldry, medals and posters selected for permanent archival retention. *Topics:* Vary widely from one donor department or agency to another depending on the functions of photography at the institution, such as public relations, scientific or technical recording, or experimentation. *Retrievability:* Pictorial and iconographic records are arranged first by the physical aspects of the materials: paper (posters, fashion magazines, drawings); canvas (paintings); other (medals; heraldry). They are then arranged by name of artist or collection. There is a subject cross-index. Photographs are usually kept in their original arrangements but are accessioned and described by donor, subject, and sometimes, photographer. There is also an illustrated card catalogue of selected items from collections, various finding aids for specific collections, and collection name files created as part of the Guide to Canadian Photographic Archives. *Storage Media:* Various types of photographic papers; photographic negatives (glass plates and celluloid); early photographic processes on metal or glass bases.

PAC/PPB-135

Library Division

Description: General information on the functions of the library. *Topics:* Loans; special projects; operational relations with other divisions; participation in exhibitions.

PAC/PPB-140

Acquisitions and Accessions

Description: Information on the acquisition and accession of early Canadian historical documents and their cataloguing for preservation and storage. *Topics:* Indexes, biographies, genealogies, shipping, and directories of cities and townships; purchasing and donations; restriction on acquisitions; exchanges and agreements; evaluation appraisals of collections.

PAC/PPB-145

Reference and Inquiries

Description: Information on reference and inquiries to the library for information or copies of holdings. *Topics:* Archives; records management; cartography; Canadian art; audio-visual archives and Canadian films; reports and journals of Canadian, American, British and French historical associations; permission to copy; research; inquiries — individuals, companies, societies, associations, and municipal, provincial and federal government institutions.

PAC/PPB-146

Canadian Council of Archives (C.C.A.)

Description: Includes information on minutes of meetings, agendas and terms of reference for the various committees of the Canadian Council of Archives. Also includes information on applications for funds for programs and projects submitted to the C.C.A. through provincial archival councils by institutions from various levels of government as well as the private sector.*Topics:* General; committees; applications for funding. *Retrievability:* The Committee files are arranged by subject. The applications for funding are arranged by province and year.

PAC/HRB-151

London and Paris Offices

Description: Information on the acquisition or reproduction of archival material relevant to Canada. *Topics:* Specialized research; enquiries from government officials, scholars, university professors, students and the general public.

PAC/AIS-158

Automated Information Systems

Description: Information relating to advice, assistance, research and training provided to government institutions and other organizations concerning automated information systems and the scheduling of data in these systems. *Topics:* General; training; consultation; research and scheduling.

PAC/FRC-160

Federal Records Centres Operations

Description: Information relating to provision of safe and economical storage facilities for dormant records, essential records and active computer tapes. *Topics:* General; accessioning; disposal; micrographic inspection and reboxing; reference services and tape library.

PAC/NPR-165
Personnel Records Centre Operations
Description: Information relating to the provision of storage and reference services for personnel and personnel-related records of former civilian and military federal employees. *Topics:* General; accessions; disposal; reference services and enquiries.

PAC/NPR-170
Personnel Information Files
Description: Personnel information collected during the course of an individual's term of employment in the government. *Topics:* Former federal civilian employees and military personnel. *Retrievability:* These files are arranged by locator number.

PAC/MSR-175
Micrographic Standards and Reprographic Development
Description: Information relating to the development of micrographic standards; to national and international reprographic and micrographic organizations; to the provision of advice and assistance on reprographic subjects. *Topics:* General; micrographic standards; national and international liaison; research and reference.

PAC/RMM-180
Records Management Services
Description: Information relating to the advice, assistance, research and training in records management provided to federal government departments and other organizations. Also information relating to the control of requests for authority to dispose of government records and the evaluation of the effectiveness and efficiency of records management operations. *Topics:* General; consulting services; federal records inventory; evaluations; publications; research and development; scheduling and training.

PAC/RMM-185
Micrographic Advisory Services
Description: Information relating to advice provided to departments on the technical suitability of micrographic applications, to the dissemination of information on the state-of-the-art in micrographics, and to the training provided to departmental personnel. *Topics:* General; consulting services; micrographic technology course.

PAC/ODA-190
Optical Disc Advisory Services
Description: General information on optical disc storage and retrieval systems. *Topics:* Research design development; storage and retrieval systems.

PAC/PSD-195
Photographic Services
Description: Information relating to photographic and electrostatic reproductions of materials held in the National Archives of Canada. *Topics:* General; film preservation; photographic assignments; black-and-white reproductions; colour reproductions.

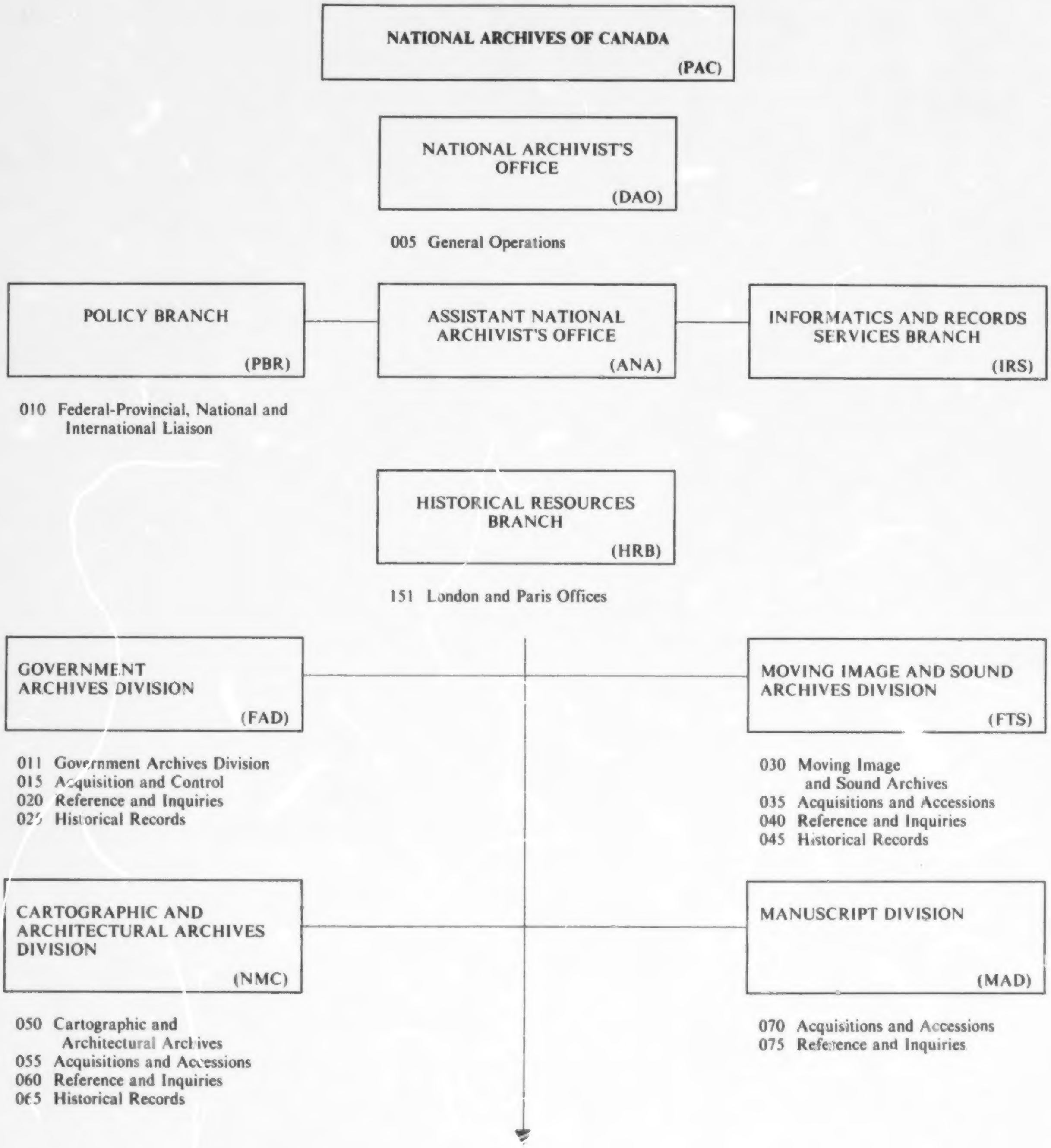
PAC/PCD-200
Picture Conservation
Description: Information relating to the preservation and restoration services for works of art on paper, oil paintings, photographic records, medals and other holdings. *Topics:* General; water colours; prints and drawings; oil painting conservation; medal conservation; photograph conservation.

PAC/RCD-205
Records Conservation
Description: Information relating to the preservation and restoration services for rare books, manuscripts, maps, atlases, posters and other paper and leatherbound archival material. *Topics:* General; book restoration; map, poster and manuscript restoration; deacidification; conservation training program.

PAC/EDP-210
EDP Records Preservation
Description: Information relating to the preservation, handling and maintenance of EDP archival records in the form of magnetic tape, diskette and optical disc. *Topics:* General; standards; procedures and practices.

PAC/TOO-215
Technical Operations
Description: Information relating to the preservation of moving image and sound recordings. *Topics:* General; standards; procedures and practices.

NATIONAL ARCHIVES OF CANADA



NATIONAL ARCHIVES OF CANADA

(PAC)

NATIONAL ARCHIVIST'S OFFICE

(DAO)

005 General Operations

POLICY BRANCH

(PBR)

010 Federal-Provincial, National and International Liaison

ASSISTANT NATIONAL ARCHIVIST'S OFFICE

(ANA)

INFORMATICS AND RECORDS SERVICES BRANCH

(IRS)

HISTORICAL RESOURCES BRANCH

(HRB)

151 London and Paris Offices

GOVERNMENT ARCHIVES DIVISION

(FAD)

011 Government Archives Division
015 Acquisition and Control
020 Reference and Inquiries
025 Historical Records

MOVING IMAGE AND SOUND ARCHIVES DIVISION

(FTS)

030 Moving Image and Sound Archives
035 Acquisitions and Accessions
040 Reference and Inquiries
045 Historical Records

CARTOGRAPHIC AND ARCHITECTURAL ARCHIVES DIVISION

(NMC)

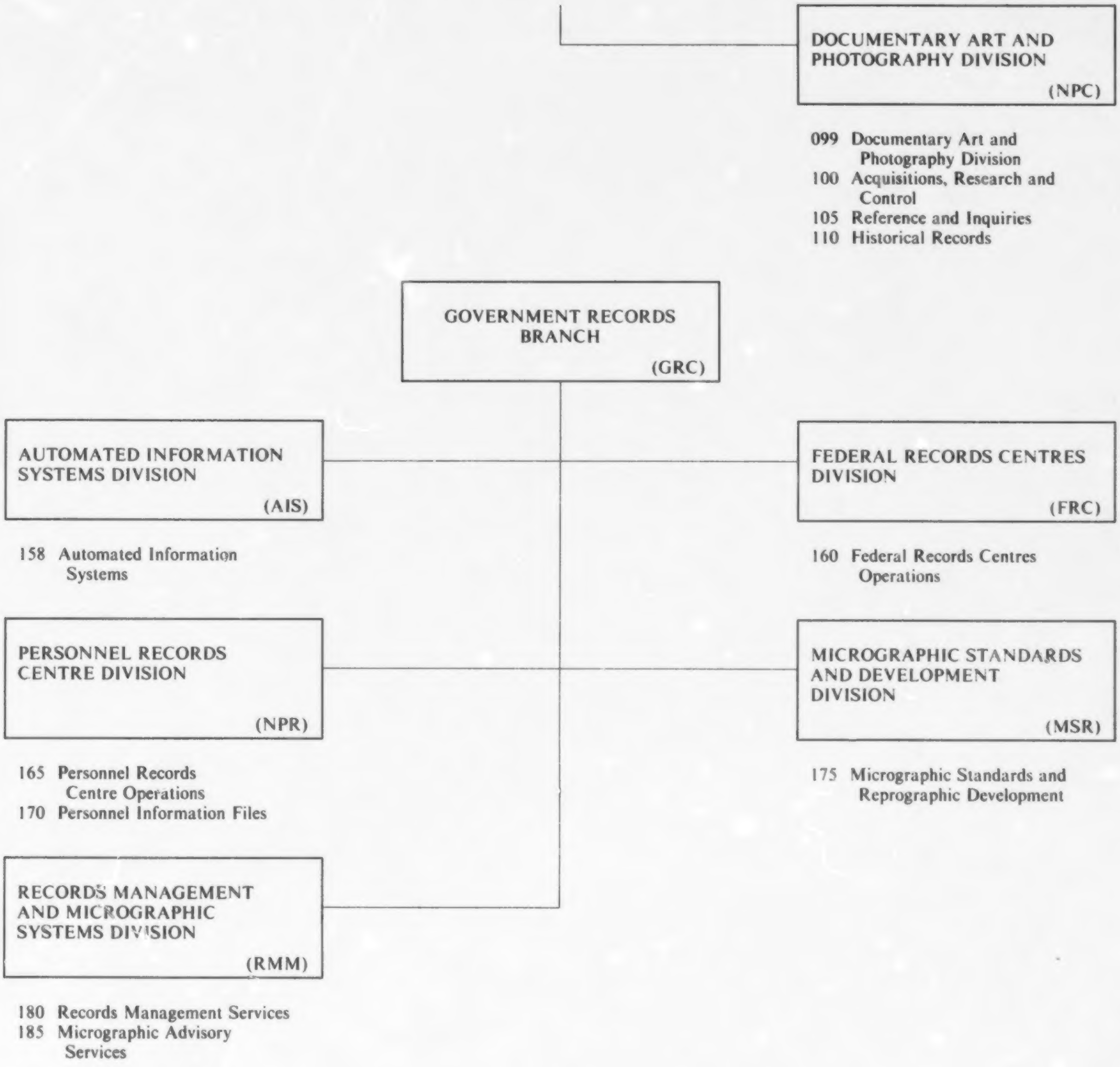
050 Cartographic and Architectural Archives
055 Acquisitions and Accessions
060 Reference and Inquiries
065 Historical Records

MANUSCRIPT DIVISION

(MAD)

070 Acquisitions and Accessions
075 Reference and Inquiries

NATIONAL ARCHIVES OF CANADA



DOCUMENTARY ART AND PHOTOGRAPHY DIVISION (NPC)

099 Documentary Art and Photography Division
100 Acquisitions, Research and Control
105 Reference and Inquiries
110 Historical Records

GOVERNMENT RECORDS BRANCH (GRC)

AUTOMATED INFORMATION SYSTEMS DIVISION (AIS)

158 Automated Information Systems

FEDERAL RECORDS CENTRES DIVISION (FRC)

160 Federal Records Centres Operations

PERSONNEL RECORDS CENTRE DIVISION (NPR)

165 Personnel Records Centre Operations
170 Personnel Information Files

MICROGRAPHIC STANDARDS AND DEVELOPMENT DIVISION (MSR)

175 Micrographic Standards and Reprographic Development

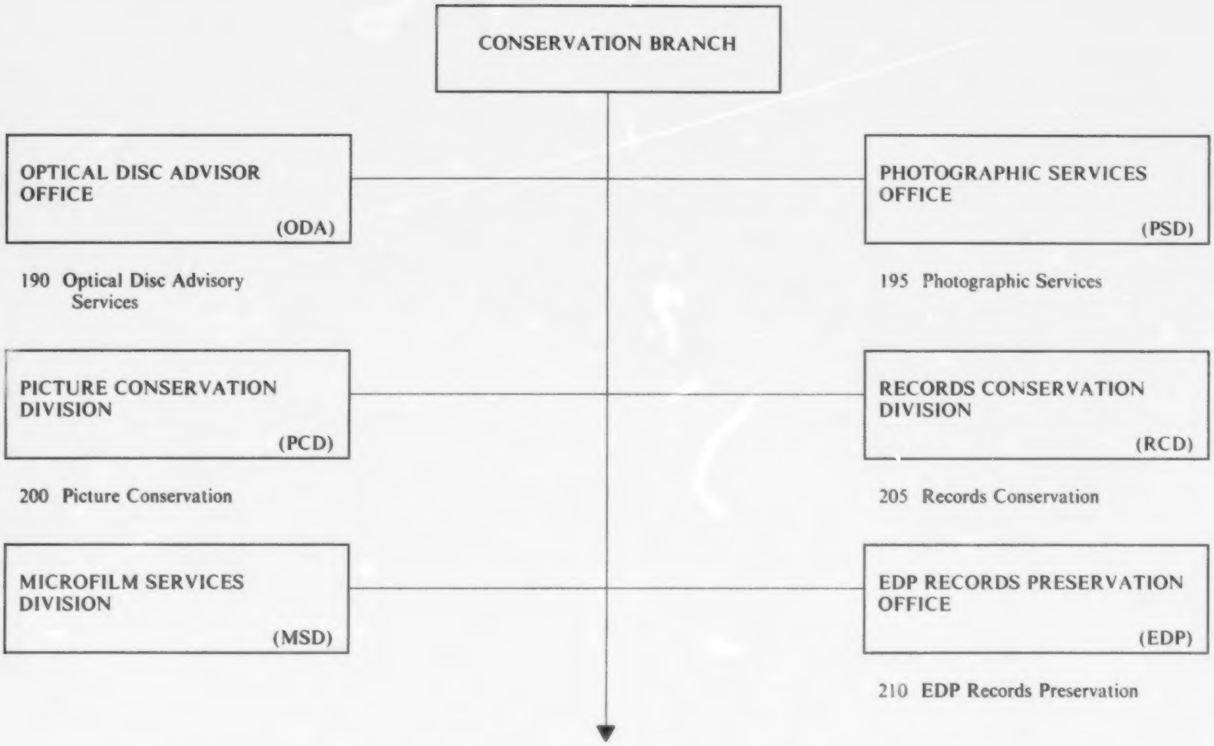
RECORDS MANAGEMENT AND MICROGRAPHIC SYSTEMS DIVISION (RMM)

180 Records Management Services
185 Micrographic Advisory Services

NATIONAL ARCHIVES OF CANADA

PUBLIC PROGRAMS BRANCH (PPB)

135 Library Division
140 Acquisitions and Accessions
145 Reference and Inquiries
146 Canadian Council of Archives
(C.C.A.)



CONSERVATION BRANCH

OPTICAL DISC ADVISOR OFFICE (ODA)

190 Optical Disc Advisory Services

PHOTOGRAPHIC SERVICES OFFICE (PSD)

195 Photographic Services

PICTURE CONSERVATION DIVISION (PCD)

200 Picture Conservation

RECORDS CONSERVATION DIVISION (RCD)

205 Records Conservation

MICROFILM SERVICES DIVISION (MSD)

EDP RECORDS PRESERVATION OFFICE (EDP)

210 EDP Records Preservation

NATIONAL ARCHIVES OF CANADA

TECHNICAL OPERATIONS OFFICE
(TOO)

PLANNING AND CO-ORDINATION OFFICE
(PCO)

215 Technical Operations

MANAGEMENT SERVICES BRANCH

ACCESS SECTION
GOVERNMENT ARCHIVES DIVISION
HISTORICAL RESOURCES BRANCH
NATIONAL ARCHIVES OF CANADA
ROOM 3113
344 WELLINGTON STREET
OTTAWA, ONTARIO
K1A 0N3

Chapter 62

NATIONAL ARTS CENTRE CORPORATION

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 63

NATIONAL CAPITAL COMMISSION

A. GENERAL INFORMATION

Historical Background

By the *National Capital Act* (1958), Parliament established the National Capital Commission (NCC), as the successor to the Ottawa Improvement Commission (1899-1927) and the Federal District Commission (1927-58), to continue developing and improving the National Capital Region.

Responsibilities

The basic role of the Commission is to assist in the development, conservation and improvement of the National Capital Region so that it will be a fitting symbol of Canada's cultural and linguistic values, an efficient and aesthetically satisfying place in which to carry on the nation's business, and a model of urban planning and development. The NCC received a new mandate from Cabinet in 1986: to make the Capital a meeting place for all Canadians, to use the Capital to communicate Canada to all Canadians, and to safeguard and preserve its assets. In keeping with the expanded mandate, cultural development has become a key component in the fulfillment of the Commission's role.

Legislation

- National Capital Act, 1958

Organizational Units and their Role

To ensure the national outlook of the NCC, the Act provides for twenty commissioners from across Canada who function as a Board of Directors, and who must be appointed by Order-in-Council. The Commission is headed by a Chairman who is also its chief executive officer and, with the assistance of an executive vice-president, acts as head of the Commission staff.

The staff of the Commission is organized into seven administrative elements, each headed by a vice-president: Corporate Affairs and Secretary-General, Planning, Property, Public Activities, Development, Finance and Inter-governmental Programs. These branches are further organized into divisions, headed by directors, to administer the Commission's programs, projects and services. The Commission will have in place, next year, a new organizational structure tailored to meet the challenges of the expanded mandate and of the NCC's 10-Year Plan. The Commission reports to Parliament through the Minister of Public Works.

Corporate Affairs Branch and Secretary-General

The Branch carries out corporate planning and policy activities; provides informatics, corporate communications and legal services; and oversees the administration of the Commission's human and material resources. It also administers the external bilingualism program and provides administrative support to the Commission itself and its advisory and internal management committees.

Development Branch

This branch provides architectural, landscape and engineering design services and administers related standards and specifications. It also administers construction projects; maintains federal government grounds and parks and Commission assets such as service buildings; co-ordinates NCC project design and technical liaison with other agencies; and administers shared-cost programs with other levels of government.

Planning Branch

This branch is responsible for planning policies and research on physical-spatial and socio-economic issues within the National Capital Region; plans and guidelines for the development, conservation and improvement of the National Capital Region; and planning advice on long-term trends and prospects likely to have an impact on the National Capital Region.

Public Activities Branch

This branch administers Gatineau Park; develops heritage and nature interpretation programs; provides various services to visitors; and develops special events and activities utilizing NCC parks and open spaces.

Property Branch

This branch is responsible for the acquisition and disposal of real property. It also engages in leasing, property management, development and redevelopment of revenue-producing properties. The branch manages properties throughout the National Capital Region, including the urban core, the Greenbelt and Gatineau Park. In addition, it administers the Commission's program of grants-in-lieu-of-taxes.

Finance Branch

This branch formulates and implements financial plans and policies and provides necessary services in support of the effective utilization of the Commission's financial resources.

Intergovernmental Programs Branch

This branch is responsible for co-ordination of intergovernmental programs and provides liaison and linkages with all levels of governments and the local community.

Manuals

- Contract Regulations
- Corporate Administration Manual
- Corporate By-law I-84
- Federal, Provincial and Municipal Codes and Bylaws
- Fish and Game Acts for Ontario, Quebec
- Internal manuals on Design, Signs, Fire, Safety and Maintenance
- NCC Traffic and Property Regulations

- Property Branch Manual
- Safety Manual
- Specifications and Standards

Additional Information

Requests for further information about the NCC and its various programs and functions may be directed to:

Information Services
Corporate Communications
National Capital Commission
161 Laurier Avenue West
Ottawa, Ontario
K1P 6J6
(613) 239-5558

Library
161 Laurier Avenue West
14th Floor
Ottawa, Ontario
(613) 239-5375

Visitor Reception Centre
14 Metcalfe Street
Ottawa, Ontario
(613) 992-5473

Centre d'accueil touristique de Hull
Maison du Citoyen
25 Laurier Street
Hull, Quebec
(819) 994-6141

Gatineau Park
Scott Street
Old Chelsea, Quebec
(819) 827-2711

Information Kiosks (Summer)
Sparks Street Mall
Ottawa, Ontario

Place du Portage
Rue de l'Hôtel de Ville
Hull, Quebec

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
National Capital Commission
161 Laurier Avenue West
13th Floor
Ottawa, Ontario
K1P 6J6
(613) 239-5345

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The reading room is located on the 6th floor, 461 Laurier Avenue West, Ottawa, Ontario. It is open from 09:00 to 16:00 hours Monday to Friday, holidays excepted.

Classes of Records

NCC/CAF-005
Executive Management
Description: Recommendations, decisions and policies of the Commission and information on the external aid program to promote bilingualism in the National Capital Region. *Topics:* Minutes of the Commission, its advisory committees and internal management meetings; appointments of commissioners and committee members; submissions to Treasury Board, the Governor in Council and Cabinet; corporate planning correspondence and legal agreements; grants and other assistance to municipalities, voluntary agencies and other organizations; program evaluation; management audit; records management; and access to information and privacy. *Retrievability:* Files arranged by subject and organization. Minutes of the principal committees are arranged chronologically in bound volumes, several of which are in microform and EDP. *Storage Medium:* Executed legal agreements other than leases, easements and deeds are catalogued separately and microfilmed annually.

NCC/CAF-015
Judicial Affairs
Description: Information on legal matters, particularly in litigation and property settlements. *Topics:* Legal aspects of land and property transactions; legal agreements; damage suits for and against the Commission; collection of accounts. *Retrievability:* Files arranged by subject. *Special Access Note:* Request for access to these files may be transferred to the Department of Justice.

NCC/CAF-016
Personnel
Description: Information on personnel resources and career management. *Topics:* Classification of positions; employment and staffing; human resources; occupational health, safety and welfare; official languages; pension and insurance; salaries and wages; staff relations; training and development; and termination of employment. *Retrievability:* Files arranged by subject and position number.

NCC/CAF-017
Procurement and Materiel Management
Description: This class covers administrative services; materiel management; and contract administration. *Topics:* Administration; accidents; procurement; equipment and supplies; contracts; furniture and furnishings; office appliances; vehicles; standards and specifications. *Retrievability:* Files arranged by subjects and contract number.

NCC/CAF-018
Informatics
Description: Information on management advisory services; management information systems; and data processing services.

Topics: Computer equipment; system design; programming; data processing; information management; and telecommunications. *Retrievability:* Files arranged by subject. *Storage Media:* EDP and microfilm.

NCC/CAF-019
Corporate Communications
Description: Public information and services on the National Capital area for Canadians and foreign visitors. *Topics:* News releases; publicity programs; press conferences; publications; public enquiries; audio visual material and exhibitions. *Retrievability:* Files arranged by subject. *Storage Medium:* Catalogue of photos.

NCC/DEB-021
Construction
Description: Information on NCC construction projects; also monitoring of projects cost-shared as a result of agreements with other levels of government in the National Capital Region such as the Rideau Area Project in Ottawa and public utilities in Ontario and Quebec. *Topics:* Bridges, such as the Macdonald-Cartier bridge across the Ottawa River linking Ontario and Quebec; buildings and grounds, such as the Mile of History, Sussex Drive, Ottawa; fencing along roadways and property boundaries; public utilities such as the Lynwood collector sewer in Ontario and the sewage treatment plant in the Quebec portion of the National Capital Region; roadways, including scenic parkways, transitways and highway development; contracts and agreements. *Retrievability:* Files arranged by subject and municipal address. *Storage Media:* Microform, plans and drawings.

NCC/DEB-022
Design
Description: Information on the NCC design program and review of proposals for location, erection, alteration or extension of a building, structure or undertaking, including engineering works and landscape development on federal lands and properties in the National Capital Region. *Topics:* Architectural, landscape architectural and engineering design plans, proposals, studies, and contract and related documents, for roads, parkways, bridges, buildings and other structures; cost estimates for projects; standards and specifications. *Retrievability:* Files arranged by municipal address and property parcel number. *Storage Media:* Microform, plans and drawings.

NCC/DEB-023
Maintenance
Description: Information on the maintenance of NCC facilities and service buildings; government grounds including Parliament Hill and Rideau Hall; roads and parks (except Gatineau Park); open spaces under NCC jurisdiction; and horticultural maintenance. *Topics:* Road repairs, paving and striping; nursery operations; tree removal and planting; landscaping; park furniture and services; vehicle operations; snow removal; ice skating surfaces such as the Rideau Canal. *Retrievability:* Files arranged by subject and municipal address.

NCC/DEB-024
Urban Land Management
Description: Information on policies, objectives, plans and programmes to ensure the optimal use and effective management of the Commission's land portfolio. *Topics:* Parks and associated structures; parkways, pathways, sidewalks, bridges, turf and flower beds; open spaces; and undeveloped land. *Retrievability:* Files are arranged by subject and project.

NCC/PAB-031
Gatineau Park
Description: Information on the development of the Park, in accordance with the 1980 Gatineau Park Master Plan for a natural environment capable of sustaining a high quantity of public use and promotion and maintenance of public recreational areas, facilities and programs. *Topics:* Conservation of natural features and wildlife; interpretation of natural and human history; recreation areas — beaches, camping, picnic grounds, sugar bush, trails and historical sites; maintenance — service buildings, grounds, roadways and utilities; public surveys; law enforcement and violation records. *Retrievability:* Files arranged by subject and case files. *Storage Media:* Microform, EDP, plans and drawings.

NCC/PAB-032
National Capital Events
Description: Information on recreational and cultural activities, events and services for visitors and residents of the National Capital Region. *Topics:* Festivals — Winterlude, a celebration of Canadian winter; the Festival of Spring; and Canada Week; recreational facilities — garden plots, golf, skating, cycling, music-in-the-parks and the Astrolabe theatre; visual arts — sculptures, wall murals; permits and permission for cultural and private events in public spaces and for use of parkways. *Retrievability:* Files arranged by subject.

NCC/PAB-033
Visitor and Heritage Services
Description: Information on interpretation, history, human and natural heritage activities; also events and services for visitors and residents informing them about the natural and human history of the National Capital Region. *Topics:* Interpretation centres and facilities; interpretation programs for the general public and groups; self-guided nature and human history trails; living history farm; guided bus and walking tours; restoration and preservation — historical sites, buildings, artifacts, exhibits and documents; ceremonies and celebrations. *Retrievability:* Files arranged by subject. *Special Access Note:* Heritage register catalogued separately by geocode number.

NCC/PRB-041
Property Transactions and Property Management
Description: Information on the acquisition, management and disposal of lands and properties to meet the direct accommodation of federal requirements, the provision of parks and open space, transportation rights-of-way and control and direction of urban development by the NCC. *Topics:* Negotiations and transactions for the acquisition of real properties — purchase, expropriation, transfer, exchange; disposal of real properties; documentation for the transfer of real property and the granting of easements, licences of occupation, encroachments, road widenings, road alignments and the settlement of claims; inspection and maintenance requisitions — construction, repair, alteration and maintenance of buildings and structures, including wells, septic systems, water and sewers; correspondence with lessees concerning tenant satisfaction and compliance with lease terms; grants-in-lieu-of-taxes to municipalities. *Retrievability:* Files arranged by property parcel number and easement number. *Storage Media:* Ongoing microfilming program and EDP (property system).

NCC/PRB-044
Property Development
Description: Recommendations on the suitability or availability of NCC lands and properties for public, semi-public or private purposes; also information on municipal land use and zoning proposals affecting

federal properties. *Topics:* Land-use inventories; review and comments on land-use requests for easements; licences of occupation and rights-of-way on federal properties; land-use aspects of approved development master plans. *Retrievability:* Files arranged by property parcel number and easement number. *Storage Medium:* Ongoing microfilming program and EDP.

NCC/PRB-048

Property Leasing

Description: Information on negotiations and arrangements for the leasing of federal lands and properties for industrial, commercial, agricultural, recreational and residential purposes and promotion of entrepreneurial activities. *Topics:* Leasing of a wide variety of properties — heritage buildings, apartments, single-family homes, farms, offices, commercial establishments, institutional facilities and land for recreational and other purposes; proposals and assessments of prospective tenants; leases and covenants; inspection and maintenance; property tenant records and rental collection system. *Retrievability:* Files arranged by property parcel number. *Storage Medium:* Ongoing microfilming program and EDP.

NCC/PRB-052

The Ottawa Greenbelt

Description: Information on the development and administration of the Greenbelt — an area designed to meet the growing open-space needs of residents and visitors to the National Capital Region — and the maintenance of the productive areas and conservation values. *Topics:* Implementation of master plan and protection of natural resources and man-made structures; conservation and recreation activities; forest management and agreements; negotiations and leasing of rural and farm properties; approvals and rejections of land-use requests. *Retrievability:* Files arranged by property parcel number. *Storage Media:* Ongoing microfilming program, EDP (property systems), plans and drawings.

NCC/PRB-056

Surveys and Mapping

Description: Information on the surveying and mapping program to support the Commission's property, engineering, landscaping, construction and legal activities. *Topics:* Topographical mapping and mapping contracts throughout the National Capital Region; land surveys for engineering, landscaping and construction works; legal surveys of NCC properties and legal descriptions of lands; current title records system; aerial photography. *Retrievability:* Files arranged by property parcel number. *Storage Media:* Maps, plans and drawings, aerial and other photographs.

NCC/PLB-059

Planning Policy and Research

Description: Planning policies and professional planning advice to National Capital Commission branches and other levels of government. *Topics:* Planning the use of federally-owned lands; accommodation of commercial and institutional activities of the private sector and other levels of government; physical-spatial and socio-economic studies; transitways and interprovincial transit assistance. *Retrievability:* Files arranged by subject. *Special Access Note:* Studies are catalogued separately. *Storage Media:* Plans and drawings, some in microform.

NCC/PLB-062

Regional and Urban Planning

Description: Information on project planning to promote integrated physical development of the Ontario and Quebec portions of the National Capital Region. *Topics:* Urban development plans for federal properties in the core area such as the Canlands; detailed land-use plans for specific federal land holdings required for a project; proposals by others affecting the use, development and tenure of federal lands; planning studies and master plans. *Retrievability:* Files arranged by subject. *Special Access Note:* Studies are catalogued separately. *Storage Media:* Plans and drawings, some in microform.

NCC/FAB-066

Finance

Description: Information on financial planning and control, financial services and financial management systems. *Topics:* Finance and accounts; agreements; allotments and transfers; banks and banking; expenditures; fees, funds and grants; taxes; travel allowances and expenses; accounts payable and receivable; budgets and estimates; and audit in general. *Retrievability:* Files arranged by subject and by supplier name. *Storage Media:* Microform and EDP.

NCC/IGP-070

Intergovernmental Programs and Community Relations

Description: Information on consultation and co-ordination, particularly at the policy development level, with various governments at the federal, provincial, regional and municipal levels as well as with other organizations such as community associations and special interest groups. *Topics:* Co-ordination and liaison on land and property matters, construction, maintenance and renovations of buildings, grounds and varied structures, programs promoting national understanding, pride and awareness of the capital development of tri-partite agreements and program co-ordination. *Retrievability:* Records are arranged by subject files.

NCC/NCC-901

Administration

Description: See Standard Classes of Records.

NCC/NCC-902

Acts and Legislation

Description: See Standard Classes of Records.

NCC/NCC-903

Administration and Management Services

Description: See Standard Classes of Records.

NCC/NCC-908

Utilities

Description: See Standard Classes of Records.

NCC/NCC-909

Equipment and Supplies

Description: See Standard Classes of Records.

NCC/NCC-910

Furniture and Furnishings

Description: See Standard Classes of Records.

NCC/NCC-911

Office Appliances

Description: See Standard Classes of Records.

NATIONAL CAPITAL COMMISSION

NCC/NCC-912
Procurement
Description: See Standard Classes of Records.

NCC/NCC-915
Accounts and Accounting
Description: See Standard Classes of Records.

NCC/NCC-916
Audits
Description: See Standard Classes of Records.

NCC/NCC-917
Budgets
Description: See Standard Classes of Records.

NCC/NCC-919
Classification of Positions
Description: See Standard Classes of Records.

NCC/NCC-920
Employment and Staffing
Description: See Standard Classes of Records.

NCC/NCC-921
Human Resources
Description: See Standard Classes of Records.

NCC/NCC-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

NCC/NCC-923
Official Languages
Description: See Standard Classes of Records.

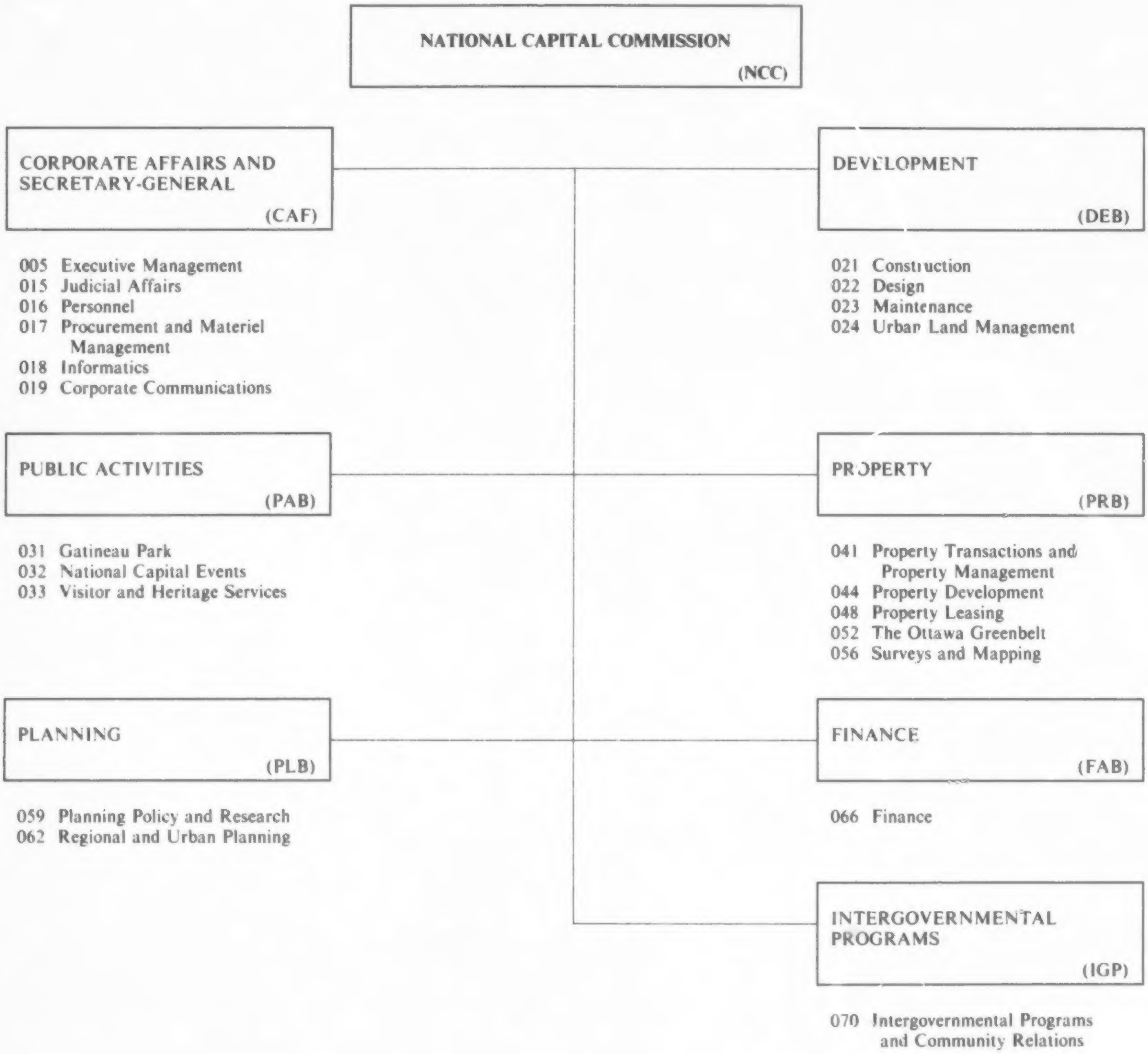
NCC/NCC-924
Pensions and Insurance
Description: See Standard Classes of Records.

NCC/NCC-925
Salaries and Wages
Description: See Standard Classes of Records.

NCC/NCC-926
Staff Relations
Description: See Standard Classes of Records.

NCC/NCC-927
Training and Development
Description: See Standard Classes of Records.

NATIONAL CAPITAL COMMISSION


NATIONAL CAPITAL COMMISSION (NCC)
CORPORATE AFFAIRS AND SECRETARY-GENERAL (CAF)
005 Executive Management
015 Judicial Affairs
016 Personnel
017 Procurement and Materiel Management
018 Informatics
019 Corporate Communications
DEVELOPMENT (DEB)
021 Construction
022 Design
023 Maintenance
024 Urban Land Management
PUBLIC ACTIVITIES (PAB)
031 Gatineau Park
032 National Capital Events
033 Visitor and Heritage Services
PROPERTY (PRB)
041 Property Transactions and Property Management
044 Property Development
048 Property Leasing
052 The Ottawa Greenbelt
056 Surveys and Mapping
PLANNING (PLB)
059 Planning Policy and Research
062 Regional and Urban Planning
FINANCE (FAB)
066 Finance
INTERGOVERNMENTAL PROGRAMS (IGP)
070 Intergovernmental Programs and Community Relations

NATIONAL CAPITAL COMMISSION

CENTRALIZED CLASSES OF RECORDS

901 Administration
902 Acts and Legislation
903 Administration and Management Services
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
915 Accounts and Accounting
916 Audits
917 Budgets
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

ACCESS TO INFORMATION
CO-ORDINATOR
NATIONAL CAPITAL COMMISSION
161 LAURIER AVENUE WEST
13th FLOOR
OTTAWA, ONTARIO
K1P 6J6

Chapter 64

NATIONAL DEFENCE

A. GENERAL INFORMATION

Historical Background

Although the militia had been organized in the Canadas by the late eighteenth century, a full-fledged department was not established until 1868 to administer militia affairs in Canada. In 1922, under the *National Defence Act*, it amalgamated with the Department of the Naval Service and the Air Board to form the Department of National Defence.

Responsibilities

The role and function of the Department of National Defence, and its principal component, the Canadian Forces, have historically been to ensure the security of Canada and to contribute to the maintenance of world peace.

Its basic roles and responsibilities are to supplement and support the civilian authorities in maintaining surveillance and preserving control over and security within the national territory of Canada and areas of Canadian jurisdiction, to assist civilian authorities in the event of emergency or disaster, to provide search and rescue services, and to contribute to national development. To enhance the security of Canada against military threat, the Department co-operates with the United States in the defence of North America, and co-operates in collective defence measures under the North Atlantic Treaty. The Department promotes international stability by contributing to peacekeeping activities in co-operation with other members of the international community, and by providing military training assistance to friendly nations. It controls, manages, and administers all activities of, and provides the services necessary to ensure adequate supply and technical support for, both the Department and the Canadian Forces. It also provides all levels of training for the Canadian Forces. Finally, the Department works to maintain and advance Canadian scientific and technological knowledge and analytical capability in the area of defence.

Legislation

- Aeronautics Act, R.S.C. 1970; for matters therein relating to defence; otherwise, the designated minister is the Minister of Transport.
- Canadian Forces Superannuation Act, R.S.C.
- Defence Services Pension Continuation Act, R.S.C. 1970
- National Defence Act, R.S.C. 1970
- Visiting Forces Act, R.S.C. 1970

Organizational Units and their Role

Emergency Preparedness Canada

Emergency Preparedness Canada is the federal agency responsible for co-ordinating the emergency planning and response of the Government of Canada for peacetime and wartime emergency situations.

National Search and Rescue Secretariat

The Secretariat is an independant body outside the line authority of the Department that has as its central focus the co-ordination of the national search and rescue program in Canada.

Office of the Judge Advocate General

The Office provides legal advice to the Department and the Canadian Forces and oversees a system of courts and justice applicable to all members of the Canadian Forces and to civilians subject to the code of service discipline under section 55 of the *National Defence Act*. The Office also administers and settles damage and injury claims by and against the Department; administers the service estates of all deceased members of the Canadian Forces; and administers the Service Pension Board.

Executive Secretariat Division

The Division is responsible for providing and managing administrative services to ensure the effective functioning of the Department in general, and National Defence headquarters in particular. This includes providing departmental administrative support such as library services, records management services, personnel identification services, and National Defence headquarters accommodation management services. The Division also provides departmental policy co-ordination and review, and secretarial support for senior management meetings. The director general of this division is the corporate secretary for the Department of National Defence.

Information Services Division

The Division provides advice and guidance to the minister, deputy minister, chief of defence staff, commanders, and managers on public information and communications matters in support of National Defence and Canadian Forces policies, objectives, programs and activities. It also plans, conducts, and evaluates information programs for groups within and outside the Department; provides the public and media with the maximum amount of information on defence consistent with national and international security; and arranges Canadian Forces participation in exhibitions and displays. The Division maintains a working relationship with communications agencies of federal, provincial, and allied governments.

Military Review Services Branch

The Branch provides departmental advice and functional authority on review matters. It is responsible and accountable for the planning and conduct at the National Defence Headquarters (NDHQ) level of program evaluations, internal audits, and military reviews of all aspects of departmental and military operations and activities. It also provides independent, objective reports on the effectiveness, efficiency and economy of the Department of National Defence and the Canadian Forces.

Directorate of Military History

The Directorate's main function is the production of official histories of the Canadian Forces. The Directorate collects source documents on Canadian military history, acts as an information centre on the history of the Canadian Forces, and provides historical research facilities.

Vice Chief of the Defence Staff

The **Military Intelligence and Security Branch** develops policies and plans for the management of National Defence intelligence and security resources, and produces and disseminates timely defence intelligence. It controls the activities of Canadian Forces attachés and advisers, is the point of contact for foreign military attachés and advisers accredited to Canada, and provides security services to the Department.

The **Flight Safety Directorate** makes recommendations and develops programs that will result in the prevention of accidental losses of aviation resources. This function includes identifying hazardous areas of Canadian Forces air operations and support functions, developing and monitoring the flight safety program, reviewing aircraft occurrences for trend analysis, providing educational information, participating in the development of new aviation resources, conducting flight safety surveys at civil contractor facilities, and exchanging flight safety information with other military and civilian agencies for accident prevention purposes.

The **General Safety Directorate** is responsible for overall development, co-ordination, and administration of the Department's general safety program and for advising on general safety accident experience, risk and loss control management, and occupational health policy.

The **Infrastructure Planning and Co-ordination Directorate** is responsible for co-ordinating base planning activities within the Department. It prepares base planning guidelines, monitors the implementation of a base development plan, plans for joint use and occupancy of Canadian Forces bases by civil authorities and foreign military powers, provides advice to other staff agencies on base planning matters, and co-ordinates civil use of military airfields.

Assistant Deputy Minister (Policy)

The **Defence Program Branch** develops and maintains the defence program management systems, controls and reviews the defence services program, analyzes options to meet the Department's capability goals, reviews and guides the management of major projects, and prepares the defence services program forecast.

The **Policy Planning Branch** is responsible for originating and advising on policy matters, evaluating strategic developments, developing defence policy proposals (including defence objectives) and guidance for the planning of defence capabilities, and co-ordinating policy planning with external agencies, NATO in particular.

The **Policy Co-ordination Division** effects liaison with Cabinet through the Privy Council Office, monitors departmental policy and conducts relations with Parliament.

The **Operational Research and Analysis Branch** directs the operational research and systems analysis program, and is responsible for the maintenance of scientific quality and support of financial research elements.

The **Organization and Manpower Division** is responsible for generating departmental organizational policy, procedures, structures, changes, and orders; and for identifying current and future military and civilian manpower requirements with the Department. It also controls military rank and occupational code structures, develops and maintains the official position list of continuing civilian employees, controls the casual person-year allocation, develops and maintains manpower scales and standards, manages the on-site manpower evaluation program, and produces and maintains unit establishment documents.

Deputy Chief of the Defence Staff

The **Maritime Doctrine and Operations Branch** is responsible for the development of maritime policy and doctrine relating to force structure, capability requirements, equipment requirements, contingency plans, operational employment, resource management, staffing, training standards, and training and employment policy related to the naval reserve.

The **Land Doctrine and Operations Branch** is responsible for army future force development, doctrine (material taught), force structuring, operational training and planning, equipment requirements, and scaling of equipment.

The **Air Doctrine and Operations Branch** is responsible for all air force matters, including the type of air force that is required and how it should be used, equipped, and trained to meet established departmental objectives. This branch also advises on air reserve employment and training policy, and provides representation to meet national and international liaison and representational requirements.

The **Military Plans and Operations Co-ordination Division** aligns military (sea, land, air) operations and plans so that they are mutually supporting and centrally controlled. The Director General, Military Plans and Operations applies a National Defence Headquarters overview to current national concerns in planning for war and peacetime emergencies. As well, the Division acts as a focal point for operational training and activity planning by assigning and monitoring operations of the Canadian Forces and co-ordinating Canadian Forces activities on standardization agreements and equipment requirements for nuclear, chemical, and biological defence operations.

The **Military Engineering Operations Division** acts as principal adviser on all military engineering and cartographic matters for both Regular and Reserve Forces. This includes training standards, policy, and doctrine for the employment of military engineering and cartographic units. The Division also provides operational information, advice, and guidance for the military engineering and cartography portion of the departmental force structuring, operational planning, training, and resource management processes. In addition, it meets national and international liaison and representational requirements.

The **Military Communications and Electronics Division** is responsible for providing communications and electronics support to National Defence by directing or co-ordinating all military communications and electronics matters. This includes co-ordinating communications for exercises and operations, communications security, communications plans and requirements, the management of radio frequencies, co-ordination of international military communications matters, and electronic warfare.

The **Reserves and Cadets Division** is responsible for advising on policy, training standards, and doctrine for the employment of Reserve Force sub-components; operational information; structuring and development; operational training; equipment acquisition; and the implementation of National Defence Headquarters reserve policy.

The Division also provides advice on departmental support to cadet programs sponsored by the navy, army, and air cadet leagues.

Assistant Deputy Minister (Personnel)

The **Personnel Development Branch** is responsible for developing personnel policies, for officer training and education, and for conducting research in these areas. The Branch is also responsible for the effective overview and administration of special research, planning, and development studies.

The **Recruiting, Education and Training Division** is responsible for the development and implementation of policy with regard to Regular Force recruiting and selection, and individual training and education of military and civilian members of the Department.

The **Personnel Services Branch** is responsible for developing and implementing policies on physical education programs for military personnel and for recreation activities for Canadian Forces members, their dependants, and resident Department civilian employees. The Branch administers all non-public fund operations, programs, activities, and the Canadian Forces Exchange System (CANEX). It determines military standards of dress, drill and ceremonial. The Branch also monitors conditions of service as experienced by service members and their dependants, operates the National Defence Dependants school system, and plans and advises on matters concerning the employment of women in the Forces.

The **Compensation and Benefits Division** is responsible for planning and directing the development of policies and programs for military and civilian compensation, allowances, and personal benefits for personnel employed in a wide variety of environments who require special compensation plans and practices specific to the Department's requirements and equitable with outside compensation policies.

The **Dependants Education Programs Division** is responsible for developing policy on, and administering, organizing, constructing, equipping, and operating the National Defence Dependants school system. This includes teacher establishments and salary agreements; the attendance of children at municipal schools on payment of school fees; and the payment of education allowances, under Privy Council authority or the Military Foreign Service Regulations, 1979, for children of members of the Canadian Forces serving in Canada and abroad.

The **Chaplain General Protestant Division** is responsible for upholding and fostering spiritual values and pastoral care of Protestant Canadian Forces personnel and dependants. This includes the implementation of ecclesiastical and military policy as it affects the ministry of chaplains; administration of chapel-oriented programs that provide a comprehensive pastoral ministry; development of lay participation and leadership; administration of all religious activities, including those involving chaplain service with the reserves and cadets; and the maintenance of a close working relationship with the Canadian Council of Churches, through its committee on chaplain service in the forces and various civilian committees concerned with sponsorship of Protestant chapel stewardship projects.

The **Chaplain General Roman Catholic Division** is responsible for upholding and fostering spiritual values and the pastoral care of Catholic service personnel and dependants. This includes recommending and implementing ecclesiastical and military policy as it affects the ministry of chaplains, and administering programs that provide a comprehensive pastoral ministry to meet the needs of service personnel and their dependants. In ecclesiastical matters, the Chaplain General is responsible to the Roman Catholic military vicar of the Canadian Forces.

The **Surgeon General Branch** is responsible for the organization and administration of the Canadian Forces medical services to conserve military manpower and provide medical support for military operations. This includes the development, review, and evaluation of medical policies, plans and programs relating to operational commitments; therapeutic medicine; preventive medicine; social development services; training and staffing of medical, nursing and medical associate officers, and medical trades personnel; pharmaceutical and financial services; the design and maintenance of medical facilities; and the negotiation of medical agreements with other government departments, civilian hospitals, and affiliated universities in support of Canadian Forces requirements.

The **Dental Services Division** is responsible for formulating dental policies, plans, and programs to ensure the dental health of all members of the Canadian Forces and, in certain areas, their dependants and other civilians. This includes providing treatment, accommodation, equipment and supplies; preparing the budget; co-ordinating command and dental unit resource allocations for the provision of dental services; determining both the professional and technical training standards and requirements for dental personnel; maintaining liaison; and representing the Canadian Forces to dental services of other nations, federal and provincial dental associations, and educational agencies in Canada.

The **Personnel Careers and Senior Appointments Branch** is responsible for controlling and administering the assignments and career progression of military personnel who have completed basic training; developing, implementing, and interpreting personnel management policies; selecting personnel for career development and academic upgrading; and administering honorary military appointments.

The **Manpower Utilization Division** is responsible for developing personnel policies and systems through which departmental objectives, both present and forecast, are translated into statements of manpower requirements. It ensures that personnel requirements, establishments, and actual strengths are in accordance with approved policies and budgets; allocates military manpower resources within staffing priorities to fill established positions; and prepares and controls annual personnel estimates for military and civilian personnel pay, allowances, salaries, wages, and pension contributions required by the Department. In addition, the Department forecasts and controls military posting and removal expenses and is responsible for determining the occupational analysis requirements for the Canadian Forces.

The **Classification Division** is responsible for the administration and application of the classification system for all Department civilian employees. In addition, the Division handles employees' classification grievances, audits regional classification offices, and develops policies, directives, methods and procedures.

The **Civilian Personnel Services Division** is responsible for developing policies and plans and implementing programs for the recruitment, promotion, transfer, training and development, career management, and lay-offs of departmental civilian employees. It implements and maintains a complete departmental civilian personnel administrative service, represents the Department in the development of government-wide policies and programs in all of these personnel areas, and provides advice to senior military and civilian officials on personnel administration matters. The Division also plans, co-ordinates and advises on the Affirmative Action Program.

The **Personnel Co-ordination and Administrative Services Division** is responsible for the administrative functions of the departmental personnel management information systems. It investigates and replies to personnel enquiries and complaints, including those under the provisions of the *Canadian Human Rights Act* and the *Privacy Act*; publishes newsletters for both military and civilian personnel;

and provides records management services for personnel and fatal casualties records.

The **Official Languages Division** is responsible for the development of all departmental official languages policies, both military and civilian, while ensuring that they are in accordance with the *Official Languages Act*, government policies, and departmental requirements. This includes evaluating, monitoring, and amending existing policies; and formulating, when necessary, new directives on terminology, translation, language training programs, and testing. In addition, the Division identifies the language requirements of all civilian positions, maintains an automated information system on civilian personnel, and schedules their language training.

Assistant Deputy Minister (Materiel)

The **Weapons Systems and Equipment Engineering and Maintenance Branch** is responsible for providing all aspects of design, engineering, maintenance, and standardization service for all weapons systems, support systems, and related equipment for the Canadian Forces. These functions are carried out by project managers and life cycle materiel managers organized in maritime, aerospace, land and communications, electronics engineering, and maintenance divisions. It is responsible for providing and managing ammunition design engineering, maintenance, storage, explosive safety, and disposal services for the Department. In addition, it develops and recommends ammunition-related policies and programs, and provides guidance and co-ordination for their implementation.

The **Supply Branch** is accountable for the provision of materiel for the Canadian Forces.

The **Transportation Division** is responsible for the provision of transportation and postal services. This includes planning, programming, and managing the actual provision of these services, and managing the Department's vehicle accident prevention program.

The **Materiel Quality Assurance Division** is responsible for planning and directing departmental quality assurance policies and activities, compiling and publishing Canadian qualified products lists, and maintaining surveillance over defence contractors and departmental manufacture and repair facilities. It looks after quality control and inspection systems, establishes and ensures the implementation of quality assurance standards for the repair, overhaul, modification, and acquisition of new equipment; and ensures the quality of materiel being procured for the Department of National Defence, other government departments, and foreign governments, as required.

The **Construction and Properties Branch** is responsible for formulating plans and programs for the design, construction, operation, maintenance, protection, and evaluation of accommodations, fixed facilities and utilities. It implements the approved programs, manages real property and utility services, co-ordinates the disposal of surplus real property and facilities, formulates related policies, and provides the necessary control and guidance for their application.

The **Research and Development Branch** is responsible for the formulation and conduct of the departmental research and development program. It participates in the formulation and implementation of departmental policies for research and development activities, controls and directs the operation of the defence research establishments, and ensures that knowledge and application of actual and anticipated advances in science and technology are brought to bear on all departmental functions.

The **Research and Development Services Division** exercises control over the administrative functions for those units of the Canadian Forces permanently allocated to the assistant deputy minister materiel, provides administrative support to the defence research establishments, provides documentation and discussion papers for review, administers the departmental inventions and patents program, and co-ordinates the departmental logistics operations.

The **Research and Development Policy Division** is responsible for planning and directing the Department's position on all NATO matters relating to research, development and production of defence equipment. It markets defence equipment and participates in all aspects of national and international marketing activities. This includes costing, evaluating, and obtaining necessary approvals for all departmental commitments in support of defence equipment sales. In addition, the Division co-ordinates export permits, memoranda of understanding, and metric conversion.

The **Research and Development Operations Division** is responsible for the planning, control, and operation of research and development in the maritime, land, air and communications elements, and in the field of human performance.

Assistant Deputy Minister (Finance)

The **Financial Services Branch** is responsible for controlling and co-ordinating the financial administration functions of the Department. This involves ensuring the effective functioning of the departmental budgetary system, the internal controls over funds and assets, and accounting systems, procedures and practices. It is also responsible for the interpretation and communication of financial policies and procedures, the provision of costing, military pay, superannuation administration and financial services, and the operation of the Department's financial information system.

The **Audit Division** advises management on the adequacy, efficiency, and effectiveness of the Department's management control framework (including controls over military operations) in facilitating the economic, efficient, and effective achievement of departmental objectives.

The **Automated Information Services Branch** is responsible for controlling the administration of departmental management consulting services, providing a departmental forms management program, and administering the departmental reports control program. It also controls the administration of automatic data processing support to military commanders and departmental managers by formulating appropriate policies, procedures and plans, as well as conducting evaluations. In addition, the Division directs the analysis and design of departmental information systems.

Manuals

The bilingual publication entitled *Defence Canada* is published annually by the Department of National Defence. It is designed to provide an overview of current strategic considerations relative to defence planning, and to highlight departmental activities during the preceding year.

Because of the wide range of manuals, regulations and orders used by the Department of National Defence to fulfill its functions, it is impractical to include a complete list of its holdings in this publication. The Department may, on request, provide a list of existing manuals relating to a particular subject or activity.

(Legal Services and Executive Secretariat)
- Canadian Forces Administrative Orders
- Department of National Defence Administrative and Staff Procedures Manual
- Queen's Regulations and Orders for the Canadian Forces

(Military Intelligence and Security)
- Security Orders for the Canadian Forces Manual

(Flight Safety)
- Flight Safety for the Canadian Forces Manual
- Occurrence Investigation Techniques Manual

(General Safety)
- DND General Safety Precautions Manual
- DND General Safety Program Manual
- DND General Safety Standards Manual

(Defence Program)
- Defence Program Management Systems Guidance Manual

(Organization and Manpower)
- National Defence Headquarters Organization Book
- Official Position List
- Organization and Establishment Manuals
- Unit Identification Code Manual
- Volume I — Concept and Policy
- Volume II — Establishment Policy and Procedures
- Volume III — Establishment Criteria

(Maritime Doctrine and Operations)
- Maritime Commander's Operational Planning Guidance Manual
- Maritime Force Development Guide Manual
- Maritime Strategy Study (1970-2000) Manual

(Land Doctrine and Operations)
- Army Ammunition Staff Tables
- Army Doctrine Manuals
- Army Field Force Equipment Tables
- Army Field Scales Manual
- Army Future Force Development Manual
- Army Logistics Guide
- Helicopter Operating Instructions (Army) Manual

(Air Doctrine and Operations)
- Search and Rescue Orders and Procedures Manual

(Military Plans and Operations)
- Current National Operational Defence Plans
- Nuclear, Biological and Chemical Training Manuals
- Provision of Services to Non-Defence Agencies Manual

(Military Engineering Operations)
- Engineers in Battle Manual

(Military Communications and Electronics)
- Land Forces Combat Development Committee — Study on Combat Communications (1986-1995) Manual
- Management of the Radio Frequency Spectrum Manual
- Manuals dealing with the operation and maintenance of communications security equipment and the inventory control of communications security material
- National Defence Frequency List Manual

(Reserves and Cadets)
- Queen's Regulations and Orders for the Canadian Cadets Organizations
- Training, weapon, and equipment operator's manuals for the Navy Reserve, Militia Air Reserve, and the Communication Reserve

(Personnel Development)
- Manual of Recruiting
- Personnel Selection Services Manual

(Personnel Services)
- Administration and Operation of Physical Education and Recreation Programs Manual
- Canadian Forces Dress Manual
- Canadian Forces Mess Administration Manual
- Policy Manual Governing the Operation of the Canadian Forces Exchange System
- Policy Manual Governing Operation of Personnel Support Programs in the Canadian Forces
- Policy and Procedures Manual for Non-Public Funds Accounting

(Protestant Chaplain General)
- Chaplain's Handbook
- Contemporary Hymn Book
- Working Resources Manual

(Roman Catholic Chaplain General)
- Chaplain Handbook (RC)

(Medical Services)
- Canadian Forces Health Manual
- Canadian Forces Laboratory Manual
- Canadian Forces Medical Orders
- Canadian Forces Medical Service Catalogue of Medical Supplies
- Canadian Forces Pest Control Manual
- Environmental Standards for Canadian Forces Medical Services
- Medical Assistant Manual, Vol. 1, Canadian Forces Medical Services
- Medical Standards for the Canadian Forces Manual

(Dental Services)
- Canadian Forces Catalogue of Dental Supplies
- Canadian Forces Dental Orders
- Manual of Preventive Dentistry

(Personnel Careers and Senior Appointments)
- Manual of Personnel Evaluating and Reporting, Officers
- Manual of Personnel Evaluating and Reporting, Other Ranks

(Manpower Utilization)
- Canadian Forces Manual of Officers' Classification Structure
- Canadian Forces Manual of Other Ranks Trade Structure

(Classification)
- Manager's Classification Handbook

(Civilian Personnel Services)
- Civilian Personnel Administrative Orders

(Personnel Co-ordination and Administration Services)
- Personnel Management Information System Manual

(Official Languages)
- Administrative and Staff Procedures (Volume 5) Military Terminology — Part one: Military Lexicon; Part two: Military Glossary
- Manual for the Identification of Language Requirements of Military Positions
- Official Languages Plan (Civilian)
- Official Languages Plan (Military)

(Weapons Systems and Equipment Engineering and Maintenance)
- Defence Program Management Systems Guidance Manual
- Life Cycle Management System Guidance Manual

(Supply)
- Canadian Forces Catalogue of Materiel
- Canadian Forces Procedures for the Acquisition of Capital Equipment Manual

- Maintainability — Equipment Maintainability Requirements (Land) Manual
- Packaging and Preservation Manual
- Processing of Invoices Manual
- Supply Instructions Manual
- Supply Policy Manual
- Warehousing Manual

(Transportation)
- Canadian Forces Postal Services Manual
- Drivers' Regulations Manual
- Snow and Ice Control Manual
- The Transportation of Explosives and Other Dangerous Materials by Military Aircraft Manual
- Transportation Manual

(Material Quality Assurance)
- Manual of Department of National Defence Quality Assurance Management

(Construction and Properties)
- Canadian Forces Construction Engineering Manual
- Construction Engineering Technical Orders

(Research and Development)
- Research and Development Manual

(Financial Services)
- Cost Factors Manual
- Financial Administration Manual

(Audit)
- DND Manual of Internal Audit

(Management Services)
- Automated Data Processing Policies and Procedures Manual
- Manual of Management Consulting Services

Additional Information

Requests for further information about the Department and its various programs and functions may be directed to:

Director General — Information, Liaison and Operations (DIS 3-2)
National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2
(613) 996-2353/2354
(613) 995-2534

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Department of National Defence
National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2
(613) 995-1421

Reading Room

A section of the Department's library at National Defence Headquarters has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. Its address is 101 Colonel By Drive, Ottawa, Ontario.

Because of the security classification and the necessity to continually amend an unusually wide range of technical and training manuals, regulations and orders used by the Department of National Defence to fulfill its functions, it was found impractical to put all 90 000 publications on display. However, a complete list of its holdings is available in the AIA Reading Room and the Department may, on request, provide for viewing a copy of existing manuals relating to a particular subject or activity, provided the material is releasable and sufficient time is allowed to retrieve the publication from the depot.

Classes of Records

DND/JAG-005

Accidents — Mobile Equipment

Description: Information on Department mobile equipment accidents involving possible liabilities by or for the Crown. *Topics:* File on each accident. *Retrievability:* By subject and motor vehicle number. *Special Access Note:* Permission of individual involved in particular accident or Department vehicle number required.

DND/JAG-010

Claims

Description: Information dealing with the administration of a claims section and with claims by and against the Crown. *Topics:* Claims — general, by and against the Crown, and against NATO countries; ministerial compensation for loss or damage; and contract settlement. *Special Access Note:* Permission of individual to whom claim applies is required.

DND/JAG-015

Legal Matters

Description: Information on settlements pertaining to legal matters. *Topics:* General; lease termination liability; citizenship; Department of National Defence personnel testifying as witnesses; military courts; civil courts; Broadcast Musical Industries Canada Ltd. performing right fees; liability for loss and damage; non-military use of Canadian Forces trade marks, designs, titles, names, uniforms; application for incorporation; employment of civilian counsel — drivers of Department vehicles outside Canada; attendance at judicial proceedings; affidavits and statutory declarations; federal role in law enforcement in Canada; research projects, law, Judge Advocate General; and legal opinions, Judge Advocate General.

DND/JAG-020
Legislation
Description: Information on legislation and legislative acts related to the Department. *Topics:* Legislative acts; and *Canadian Forces Superannuation Act*.

DND/JAG-025
Politics
Description: Information on elections in relation to Canadian Forces electors, public service electors, and dependent electors.

DND/JAG-030
Treaties, Pacts and Agreements
Description: Information on the administration, by the Department of National Defence, of treaties, pacts and agreements. *Topics:* Treaties, pacts, agreements.

DND/JAG-035
Discipline — Courts Martial
Description: Information on the administration of Department of National Defence Courts Martial. *Special Access Note:* Permission of individual to whom the Court Martial refers is required.

DND/JAG-040
Municipal Taxes and Charges
Description: Information on the administration of Department of National Defence municipal taxes and charges. *Topics:* General correspondence on municipal taxes and charges.

DND/ESD-045
Incentive Award Plan
Description: Information on the administration of the Department's incentive award plan. *Topics:* Suggestion, merit, long service, and outstanding achievement award programs. *Special Access Note:* Permission of individual to whom the award was made is required.

DND/ESD-050
Regulations and Orders
Description: Information on regulations and orders in the Department. *Topics:* Queen's Regulations and Orders for the Canadian Forces; and Canadian Forces Administrative Orders.

DND/ESD-055
Office Services Administration
Description: Information on administrative services. *Topics:* Correspondence management; library services; records management; transcribing and typing services; duplicating services; and parking.

DND/ISD-060
Exhibitions and Displays
Description: Information on Department and Canadian Forces participation in national and international exhibitions, air shows, mobile theatres, and Armed Forces Day.

DND/ISD-065
Information Services
Description: This class covers aspects of information and public affairs activities. *Topics:* Policy; biographies; news releases; press clippings; radio and television; films; photographs; information programs; media visits; ceremonies and celebrations; Armed Forces Day; and national and international public relations activities; as well as administration and general files.

DND/DMH-070
Historical Matters
Description: Specific official and unit histories, access to documents, bilingualism, instructions to historians, printing and distribution, information on annual historical reports and diaries, and the production of official histories. *Topics:* Land environment; air environment; and sea environment.

DND/DMH-075
Document Collections
Description: Information on almost all activities of the Canadian Forces from the early twentieth century to recent times. Beginning dates vary from the turn of the century to the Second World War. *Retrievability:* Subject and accession number, source, author, or title.

DND/MIS-080
Intelligence
Description: Information dealing with intelligence information for the use of the Department. *Topics:* Intelligence requirements; briefing; production; facilities; studies; and publications, plans, and analyses.

DND/MIS-085
Security
Description: Information on security, education, and information within the Canadian Forces. *Topics:* Security in an emergency; internal security operations; security education (policy, bulletins, posters); briefings (by country); security information systems (research and development); physical safeguards; release of information (by country); technical security inspections; security of installations (bases/units); security of personnel training; and counter-intelligence.

DND/FSD-090
Aircraft Accidents
Description: Correspondence relating to general policy concerning aircraft accidents, investigations, and summaries of accidents in the Canadian Forces and other countries, replies to requests by the public for information, and aircraft salvage and wreckage recovery. Files on each aircraft in the Canadian Forces inventory contain reports of accidents and incidents to that aircraft. *Topics:* Aircraft accidents — general; returns and summaries; aircraft of other countries; investigations; Canadian Forces and Transport Canada co-ordination; and salvage and wreckage recovery. *Special Access Note:* Aircraft designator and serial number required.

DND/FSD-095
Aircraft Flight Safety
Description: Correspondence dealing with general policy, guidelines, bulletins, posters, publications, awards, operational hazards and foreign object damage associated with flight safety. *Topics:* Statistics; industrial flight safety surveys; and bird hazards.

DND/GSD-100
Accident Prevention and Safety
Description: Information dealing with the administration of the Department's general safety program. *Topics:* Standards and precautions; and occupational health and safety.

DND/GSD-105
Safety Standards
Description: Information on general safety standards and precautions.

DND/GSD-110

Accident Prevention Training

Description: Information on the administration of the Department's general safety training program. *Topics:* Supervisor's safety; safety management; and management and occupational health training courses for military and Department civilian personnel.

DND/IPC-115

Base Planning

Description: Information on base planning and development. *Topics:* Base closures; base consolidations; and base openings.

DND/IPC-120

Request for use of National Defence Facilities

Description: Information on the civil use of Department of National Defence aerodromes. *Topics:* Requests; authorization; and co-ordination.

DND/DPB-125

Defence Programming

Description: Information on the planning, programming, budgeting, and managing of the defence services program. *Topics:* The control and identification of all defence activities.

DND/DPB-130

Forecasts of Expenditures

Description: Information on government expenditures and the expenditure management system. *Topics:* Forecasts of expenditures for all defence services program activities.

DND/PPB-135

Strategic Assessment

Description: The Department of National Defence strategic assessment files dealing with the study of international political, economic, and military events and trends.

DND/PPB-140

Policy Planning with External Agencies (Canadian and Foreign)

Description: Information on the integration of all external (international) operations conducted by government, and liaison with foreign agencies regarding UN operations. *Topics:* Integration of government external operations; United Nations; policy; peacekeeping; and International Peace Academy.

DND/PPB-145

NATO

Description: Information on the North Atlantic Treaty Organization. *Topics:* NATO agreement; NATO committees; NATO defence measures and plans; NATO mutual aid; NATO organization and establishment; and NATO defence review.

DND/ORA-150

Operational Research and Analysis

Description: Correspondence files on the preparation of programs, war game rules and techniques, concepts of operation, and strategic studies. *Topics:* Operational research — land, maritime, air; and research analysis of logistics, manpower, mathematics, and statistics (social, economic, and strategic.)

DND/OMD-155

Organization

Description: Information on departmental organization structure and Canadian Forces Organization Orders. *Topics:* Organization policy and procedures; Canadian Forces Organization Orders; and unit identification codes.

DND/OMD-160

Establishment and Official Position List

Description: Policy guidance, procedures, and correspondence files dealing with Canadian Forces establishments and the civilian official position list. *Topics:* Canadian Forces establishments (monthly and quarterly establishment recapitulations); civilian official position list; on-site manpower evaluation reports.

DND/OMD-165

Manpower Standards

Description: Policy guidance, procedures, and correspondence files dealing with manpower standards and establishment criteria. *Topics:* Manpower standards and establishment criteria.

DND/MDO-170

Auxiliary Fleet Administration

Description: Correspondence on the administration of the auxiliary fleet. *Topics:* General administration; docking and undocking reports; finance and accounting; replacement program; equipment; and personnel.

DND/MDO-175

Maritime Collisions

Description: Correspondence and reports on collisions at sea. *Topics:* Groundings; berthing incidents; and mishaps.

DND/MDO-180

Command and Control — Sea

Description: Correspondence on the various maritime systems, generically called command and control systems, which are concerned with the collection, evaluation, display, and dissemination of tactical information to permit effective command of a force at sea.

DND/MDO-185

Maritime Defence

Description: Correspondence on maritime defence. *Topics:* Defence of ships; utilization of government-owned vessels during emergency or war; torpedo counter-measures; maritime forces deployment; maritime defence in the Arctic; security of Canadian ports, internal waters, and shipping.

DND/MDO-190

Maritime Operations

Description: Correspondence on maritime operations. *Topics:* Employment of maritime forces; ships' movement reporting system; naval gunfire support; operational readiness; and International Commission on North Atlantic Fisheries — fisheries patrols.

DND/MDO-195

Maritime Operations — Contingency

Description: Correspondence on maritime contingency operations. *Topics:* Civil direction of shipping; naval control of shipping; naval officer-in-charge organization; and fisheries emergency control organization.

DND/LDO-200
Organization (Army)
Description: Information on development of force structure and unit establishments. *Topics:* Units and formations.

DND/LDO-205
Command and Control Systems — Land
Description: Information on development and user input to command and control system, development of operational concepts and organization for the land forces, and combat development in Canada.

DND/LDO-210
Instructional Material
Description: Instructional pamphlets, books, manuals, etc. resulting from the development of land doctrine.

DND/LDO-215
Land Environment
Description: Information on the British Army Training Conference (training in Canada) and British exercises in Canada.

DND/LDO-220
Appointments — Colonel Commandant
Description: Information on the appointment and activities of colonel commandants for branches of the Canadian Forces.

DND/LDO-225
Appointments — Colonel of the Regiment
Description: Information on the appointment and activities of colonels of the regiment of the Canadian Forces regiments.

DND/ADO-230
Air Defence
Description: Information on air defence as it applies to North America. *Topics:* Movement of aircraft; detection and tracking; and deployment of aircraft.

DND/ADO-235
Air Doctrine and Operations
Description: Information on various modes of employment of air vehicles in both the combat and support role. *Topics:* Aerial, tactical and reconnaissance operations; flying rates; ejection; bail-out and parachuting procedures; and doctrine development.

DND/ADO-240
Air Regulations — Infractions
Description: Information on security identification zones, air regulations in general, and investigation of infractions.

DND/ADO-245
Air Traffic Control
Description: Information on matters related to air traffic control, mainly on a day-to-day basis in a peacetime environment. *Topics:* Control of airways; zones; and military flying areas.

DND/ADO-250
Air Weapons Safety
Description: Information on air weapons safety in general, as well as policy and investigations of accidents and incidents.

DND/ADO-255
Flight Information
Description: Notices to airmen, danger and restricted areas, and annual air facility description. *Topics:* International Civil Aeronautical Organization; publications; and aeronautical charts.

DND/ADO-260
Meteorology
Description: Information on all aspects of meteorology in the Canadian Forces, mainly from an organizational and administrative point of view. *Topics:* Communications; publications; secondment of personnel; forecasting; and observing.

DND/ADO-265
Nuclear Weapons
Description: Information on policy and various administrative procedures and understandings that pertain to the control of nuclear weapons. *Topics:* Administration; accidents and incidents; field activities; safety; storage; and supplementary arrangements.

DND/ADO-270
Overflights
Description: Information on overflights of Canada by aircraft of various nations under various circumstances; also overflights of other countries.

DND/ADO-275
Search and Rescue
Description: Information on virtually all aspects of search and rescue as it pertains to the Department of National Defence. *Topics:* Aircraft; marine; missing persons; and mercy flights.

DND/ADO-280
Warfare — Anti-submarine
Description: Information on systems and techniques employed in anti-submarine warfare. *Topics:* Detection systems; and sound surveillance.

DND/ADO-285
Operational Equipment Requirements — Air
Description: Information on various air-related equipment requirements including air vehicles, ground support equipment, and some ground installations. *Topics:* Tactical requirement; ground support; and training requirement.

DND/ADO-290
Air Training
Description: Information on air training in general. *Topics:* Training flights; flying boats; parachuting; aircrew; packer rigger; weapons instructor; and meteorology, air operational, search and rescue.

DND/MPO-295
Nuclear, Biological and Chemical Defence
Description: Information on the Canadian Forces defence to nuclear, biological, and chemical threats as it relates to training and equipping the Canadian Forces. *Topics:* Equipment; and nuclear, biological and chemical training.

DND/MPO-300
Domestic Operational Plans
Description: Current national plans dealing with domestic emergencies of military or civil nature. *Topics:* Aid to other federal

departments; aid to civil powers, armed assistance, etc; domestic emergency plans; emergency planning; and mobilization planning.

DND/MPO-305
Canadian Forces Commitments to the United Nations
Description: Canadian Forces commitments to United Nations operations and plans. *Topics:* United Nations Truce Supervisory Organization; United Nations Forces in Cyprus; and United Nations Disengagement Observer Force.

DND/MEO-310
Mapping and Charting
Description: Information on mapping and charting at the Department of National Defence. *Topics:* Requirements; formal agreements; operational developments; and requests and issues.

DND/MEO-315
Land Mines
Description: Information on land mines and land mine warfare in the Canadian Forces and allied armies. *Topics:* Anti-tank mines; anti-personnel mines; off-route mines; scatterable mine systems; mine countermeasures; mine dispensing equipment; and mine detection.

DND/MEO-320
Military Engineering Training
Description: Information on military engineering training in the Canadian Forces. *Topics:* General; officers; civilians; field engineers; structures; mechanical; and fire prevention.

DND/MCE-325
Communications and Electronics
Description: Information dealing with communications and electronics in the Canadian Forces. *Topics:* Air traffic control systems; air transportable system; automated data processing (ADP) system; electronic warfare; fixed communications; frequencies; fleet communications; navigation aids; and radar.

DND/MCE-330
Training and Employment
Description: Files dealing with the training and employment of communications personnel in the Canadian Forces. *Topics:* Communications training, including security; electronic warfare; communications officer training and employment; and employment of communications personnel.

DND/MCE-335
Communications Equipment
Description: Correspondence and directives dealing with the procurement and distribution of certain electronics equipment. *Topics:* Communications security equipment and components; and electronic warfare equipment.

DND/RCD-340
Cadets
Description: Information on the administration, organization, and establishment of cadet corps and schools, cadet training courses, and cadet exchanges. *Topics:* Cadets; and Cadets — Air, Army, Sea.

DND/RCD-345
Reserves
Description: Information on the administration, training, doctrine for employment, operation, structure and development, and equipment acquisition for the Reserves. *Topics:* Reserves general administration; policy; and equipment policy for the Reserves.

DND/PDB-350
Officer Production
Description: Information on the policies and procedures for the production of officers. *Topics:* Regular officer training plan; officer candidate training plan; and the admission of women to military colleges.

DND/PDB-355
Personnel Selection
Description: Information on personnel selection policies and standards. *Topics:* Personnel selection policies and standards; research and development of standards for selection of personnel; second career assistance network; attitude surveys; leadership assessments; non-commissioned officer selection; and commissioning plans selection standards.

DND/PDB-360
Personnel Studies
Description: Studies on personnel development research. *Topics:* Various departmental studies on personnel (civilian and military) such as premature release, aircrew — future requirement (1976), and others.

DND/PDB-365
Officer Development
Description: Information on officer development, education, training, and commissioning requirements. *Topics:* Officer professional development program; the granting of degrees; post commissioning — general; entry and initial training; staff courses — general; and staff college training requirements.

DND/RET-370
Training — General
Description: Information on policy guidelines for co-ordinating training development activities in the Canadian Forces. *Topics:* Basic training; courses in-service; courses out-service; management training; post-graduate training; and training technology.

DND/RET-375
Enrolment and Recruiting
Description: Information dealing with enrolment and recruiting within the Canadian Forces. *Topics:* Recruiting advertising; enrolment enquiries for Canadians, aliens, and officer applicants, and for regular officer training plan; enrolment applications for officer candidate training plan and for females.

DND/RET-380
Civilian Personnel — Employee Training
Description: General guidelines and correspondence files on civilian training within the Canadian Forces. *Topics:* Employee training and development; apprenticeship training; training agreements; annual training and development review reporting; and civilian training study.

DND/PSB-385
Canadian Forces Exchange System (CANEX)
Description: Information on the Canadian Forces Exchange System. *Topics:* Organization and management; accounting and finance;

communications; facilities; merchandising; operations; personnel; and public support.

DND/PSB-390
Amenities — Canadian Forces
Description: Information on the Canadian Forces amenity programs. *Topics:* Policy; books, magazines, and newspapers; entertainment films; live shows; radio and television; spirits, wine and beer; and tobacco and cigarettes.

DND/PSB-395
Canadian Forces Physical Education and Recreation
Description: Information on the Canadian Forces physical education and recreation programs. *Topics:* Policy; physical education and recreation — sports; and sports competitions and championships — national and international.

DND/PSB-400
Non-Public Funds — Canadian Forces
Description: Information on Canadian Forces non-public funds. *Topics:* Canadian Forces central funds; benevolent — welfare — trust and assistance funds; and public support to non-public funds.

DND/PSB-405
Welfare
Description: Information dealing with the Canadian Forces Welfare Program and Services. *Topics:* Financial counselling, and social work services.

DND/DOC-410
Badges and Insignia
Description: Information dealing with the badges and insignia of the Canadian Forces. *Topics:* Badges and insignia for Canadian Forces; commands; units; branches; ranks; and qualification.

DND/DOC-415
Battle Honours
Description: Information dealing with battle honours.

DND/DOC-420
Ceremonies, Celebrations
Description: Information dealing with participation, by the Department of National Defence, in ceremonies and celebrations. *Topics:* Ceremonies and celebrations; centennials; and observance of special days.

DND/DOC-425
Colours, Flags
Description: Information dealing with colours and flags. *Topics:* Flags; pennants; colours; devices; and accessories.

DND/DOC-430
Appointments
Description: Information dealing with military appointments. *Topics:* Senior appointments; aides-de-camp; commanders; colonel commandants; colonel of the regiment; and honourary.

DND/DOC-435
Bands
Description: Information dealing with bands of the Canadian Forces. *Topics:* Policy; music and songs; regimental marches and calls; organization; and participation in ceremonies.

DND/DOC-440
Dress Instructions
Description: Information on dress regulations and clothing requirements in the Canadian Forces. *Topics:* Ceremonial; environmental; women personnel; design; officers; other ranks; and special purpose.

DND/DOC-445
Honours and Awards
Description: Information on honours and awards. *Topics:* Honours; awards; citations; commendations; medals; and decorations.

DND/CBD-450
Personnel Insurance
Description: Information on policies and procedures for hospital and medical benefits to dependants of military personnel. *Topics:* Hospital and medical; medicare; service income security insurance plan; etc.

DND/CBD-455
Industrial Relations and Compensation
Description: Information on military compensation and benefits in relation to comparable benefits available outside the military.

DND/CBD-460
Financial Benefits — Pay and Allowances
Description: Information on policies and programs for military compensation, allowances, and personnel benefits, as related to comparable benefits available to the Public Service. *Topics:* Pension deductions; contributions and deferred pay; pay allotments and remittances; fines; forfeitures and deductions; transportation and travelling expenses; and miscellaneous entitlements and grants.

DND/DEP-465
Education of Children of Members of the Canadian Forces
Description: Information on the provision of education and facilities at the elementary and secondary levels within Canada and abroad. *Topics:* Overseas (schools); teachers' recruitment and nomination (overseas schools); financial; reports and statistics; non-resident school fees (Canada); and teachers' salaries (in Canada).

DND/CGP-470
Chaplain Services — Protestant
Description: Information on chapel and religious activities conducted for, or on behalf of, Canadian Forces personnel and their dependants. *Topics:* Protestant denominations; religious administrations; moral and religious training; chapel offerings; stewardship; and Sunday school mission project.

DND/CGP-475
Chaplain Training — Protestant
Description: Information on training conducted to increase the effectiveness of chaplains and lay leaders in their ministry to Canadian Forces personnel and their dependants. *Topics:* Advanced chaplain courses; refresher courses; professional training including lay leadership and post-graduate studies; reserve chaplain courses; and junior and middle management courses.

DND/CRC-480
Chaplain Training — Roman Catholic
Description: Information on the training of chaplains and seminarians to perform religious activities on behalf of Canadian Forces personnel and their dependants. *Topics:* Military training; indoctrination

courses; special courses; orientation courses; and reserve officer training.

DND/CRC-485

Chaplain Services — Roman Catholic

Description: Information on church and religious activities conducted for, or on behalf of, Canadian Forces personnel and their dependants. *Topics:* Chancery activities, religious services, religious training, parish organization and administration, pastoral activities, liturgy, religious education, vocations, moral issues, schools, chapels, ecclesiastical equipment, pilgrimages, ecclesiastical terms of reference command, base and officiating chaplains, ecclesiastical monthly reports, and ecumenism.

DND/SGB-490

Documentation and Records — Medical

Description: Information dealing with medical documentation and records, and their release. *Topics:* Medical dental records. *Special Access Note:* Permission of individual concerned is required. *Special Note:* See also bank DND/P-PE-810 in the Personal Information Index.

DND/SGB-495

Medical Services

Description: Files contain more detailed expansion of the policy, guidelines and procedures as outlined in medical orders, plus correspondence on medical care and treatment. *Topics:* Medical plans and services; anatomy and physiology; medical care and attendance; bacteriology; blood and blood derivatives; cardiology; diseases and conditions; diseases and conditions — tuberculosis, venereal diseases; employment of civilian doctors and nurses; examinations and standards; hearing; human resources and military psychology; hygiene and sanitation; hygiene and sanitation — industrial, pest control; laboratory services; medicine; medicine — aviation, nuclear, bacteriological and chemical warfare, submarine, climatic, diving; nutrition; psychiatry; medical publications; radiation selection and protection; radiology; reports, returns and statistics; research; surgery; and vision.

DND/SGB-500

Medical, Dental and Veterinary Equipment and Supplies

Description: Information on the cataloguing, purchasing, storage, disposal, and quality control of medical, dental, and veterinary equipment and supplies. *Topics:* Medical, dental and veterinary equipment and supplies; drugs, biologicals, and official reagents; medicated cosmetics and toiletries; surgical dressing materials; medical and surgical instruments and supplies; dental instruments, equipment, and supplies; X-ray equipment and supplies — medical, dental, and veterinary; hospital furniture, equipment, utensils, and supplies; hospital and surgical clothing and textile special-purpose items; optician's instruments, equipment, and supplies; medical sets, kits, and outfits; instruments and laboratory equipment.

DND/DSD-505

Dental Treatment Services

Description: Information on policy and statistics, and general information on provision of dental care in the Canadian Forces dental services. *Topics:* General policies; entitlement to dental treatment of military and civilian personnel; dental care delivery system; reports and returns; statistical analysis of treatment programs; research and development; and dental treatment accounts and costing.

DND/DSD-510

Personnel Dental Records

Description: Dental fitness and treatment records. *Topics:* Assessment of dental fitness; condition on enrolment; record of dental conditions and past dental treatment; brief medical questionnaire. *Retrievability:* Files arranged by name, rank and social insurance number. *Special Access Note:* Permission of individual concerned is required. *Special Note:* See also bank DND/P-PE-811 in the Personal Information Index.

DND/CSA-515

Postings

Description: Information on postings and transfers of Canadian Forces personnel. *Topics:* Policy; postings, officers; postings, other ranks; posting orders and instructions; and postings, temporary duty to courses.

DND/CSA-520

Careers

Description: Information dealing with career matters of Canadian Forces personnel. *Topics:* Careers, officers; career development program, other ranks; and careers, men.

DND/CSA-525

Engagement and Re-engagement

Description: Information dealing with engagement and re-engagement of Canadian Forces personnel. *Topics:* Policy; extension of service; vested rights; and liability to serve.

DND/CSA-530

Promotions

Description: Information on promotions of Canadian Forces personnel. *Topics:* Promotions, officers; and promotions, other ranks.

DND/CSA-535

Non-Commissioned Members

Description: Information on ranks and rank structure of the Canadian Forces. *Topics:* Ranks, general; ranks, qualifying examinations; and rank structure.

DND/CSA-540

Releases

Description: Information on releases of Canadian Forces personnel. *Topics:* Policy; officers; and other ranks.

DND/CSA-545

Remustering of Tradesmen

Description: Information on the remustering of Canadian Forces personnel.

DND/CSA-550

Retirement

Description: Information on retirement of Canadian Forces personnel. *Topics:* Policy; premature retirement; and compulsory retirement.

DND/MUD-555

Service Personnel — Occupational Analysis

Description: Information on miscellaneous aspects of service personnel activities. *Topics:* Officers; and other ranks. *Retrievability:* Military occupation code (MOC) numbers.

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DND/MUD-560

Officer Classification Structure

Description: Information on the officer classification structure. *Topics:* Environment (land, sea, air); revenues; and classification specifications. *Retrievability:* Military occupation code (MOC) numbers.

DND/MUD-565

Employment

Description: Information on the employment of personnel in the Canadian Forces. *Topics:* Military employment of personnel resources; and military reserves employment.

DND/MUD-570

Exchanges, Loans and Secondments

Description: Information on the administration of personnel exchanges, loans, and secondments. *Topics:* United Nations; Commonwealth nations; allied nations; and other government departments.

DND/MUD-575

Manpower

Description: Information on manpower programming. *Topics:* Strength and attrition forecasts — officer training plans; men; enrolment program; financial control program; computer support manning programs; ceilings; manpower requirements (civilian and military); and manning priorities.

DND/MUD-580

Qualifications

Description: Information on the qualifications of officers and other ranks. *Topics:* Qualifications; requirements; officers and other ranks. *Retrievability:* military occupation code (MOC) numbers.

DND/MUD-585

Trade Evaluation and Structure

Description: Information on trade evaluation structure and specifications. *Retrievability:* Files arranged by military occupation code (MOC) numbers.

DND/CLD-590

Classification Revision Program

Description: General correspondence and document files on the classification audit program. *Topics:* The revision of classification standards and internal classification studies; the Classification Policy Manual; monthly classification activity reports; classification of civilian personnel positions in the Canadian Forces Europe; classification grievances; and the classification audit program.

DND/CLD-595

Position Classification

Description: Files on job descriptions, organizational charts, rationales on job evaluation, on-site review reports, grievance reports, and job ratings.

DND/CPS-600

Civilian Personnel Services

Description: Information on the administration of the Department's civilian personnel activities. *Topics:* General information; general administration; financial administration; staffing; classification; compensation and benefits; staff relations; superannuation; human resources (planning and training); forms and records; career development; casual labour program; collective bargaining courses; industrial relations and compensation; management trainee program; and manpower.

DND/PCA-605

Canadian Human Rights Act

Description: Policy, guideline, and correspondence files on the relationship between the *Canadian Human Rights Act* and present and former military personnel or civilian employees of the Department of National Defence.

DND/PCA-610

Privacy Act

Description: Information on the *Privacy Act* with respect to present and former military personnel or civilian employees of the Department of National Defence. *Topics: Privacy Act* — policy; information banks; statistical returns; complaints and investigations; and enquiries.

DND/PCA-615

Canadian Forces Personnel Newsletter

Description: Information on the production, distribution, and subjects in the newsletter. *Topics:* Dissemination of information on Canadian Forces personnel matters; letters to the editors; and production and distribution.

DND/PCA-620

National Defence Public Service Communiqué

Description: Information on the production, distribution, and subjects in the Communiqué. *Topics:* Dissemination of information on civilian personnel matters; letters to the editor; and production and distribution.

DND/PCA-625

Personnel Management Information Systems

Description: Information on the personnel management information systems. *Topics:* Policy; automated system design, development, evaluation, and modifications; sub-systems; system input; data elements and codes, military occupation and specialty qualifications; system output; quality control; personnel management and personnel-related information systems; training management information system; and long-term personnel information project.

DND/PCA-630

Documentation and Records

Description: Information on the requirement for documentation and records for Canadian Forces personnel. *Topics:* Records of service; documents; trade qualification records; statement of ordinary residence; release documentation; certificates; personal documents required for records and pension purposes; and unit employment records. *Special Note:* See also banks DND/P-PE-837 and DND/P-PE-838 in the Personal Information Index.

DND/OLD-635

Official Languages

Description: Information on the administration of the Department's official language plans. *Topics:* Official languages; civilian requirements; military requirements; and departmental official language plan.

DND/OLD-640

Language Training

Description: Information on language training in the Department.

DND/WEE-645

Equipment and Supplies (Engineering and Maintenance)

Description: Information pertaining to equipment and supplies being considered for acquisition, in the course of acquisition, or in service within the Canadian Forces. *Topics:* Defects and failures; design and engineering changes; drawings and specifications; maintenance techniques; and modifications and alterations. *Retrievability:* Subject, equipment name, contract number, catalogue number.

DND/WEE-650

Weapons and Systems (Engineering and Maintenance)

Description: Correspondence, instructions, and technical descriptions on weapon systems and primary equipment platforms of maritime and air elements, and guns, missiles, and launchers for all environments. *Topics:* Guns by type; launchers; fire control systems; aircraft by type; ships by class and name; and guided missiles.

DND/WEE-655

Machinery, Vehicles, Engines (Engineering and Maintenance)

Description: Correspondence, instructions and technical information on cataloguing and identification, defects, maintenance, repair, and overhaul, and supply and demand. *Topics:* Ship and boat propulsion components; deck machinery; passenger motor vehicles; trucks and truck tractors (wheeled), by type; trailers; combat, assault and tactical vehicles (tracked); engines by type and application; and turbines by type and application. *Retrievability:* Class of main system and type.

DND/WEE-660

Communications — Electronics Systems and Equipment (Engineering and Maintenance)

Description: Correspondence, reports, scaling, and technical information on communications — electronics systems. *Topics:* Telephone and telegraph; teletype and facsimile; radio and television; radio navigation; intercommunication and public address; radar; underwater sound equipment; also components and connectors.

DND/WEE-665

Military Clothing and Personal Equipment

Description: Correspondence, reports, scaling, and technical information on military clothing and personal equipment. *Topics:* Flags and pennants; clothing — individual equipment and insignia; outerwear — men's, women's; clothing, special purpose; underwear — men's, women's; footwear — men's, women's; hosiery; and badges and insignia.

DND/SUB-670

Equipment and Supplies

Description: Correspondence files on various stages of acquisition, life of, and disposal of equipment and supplies. *Topics:* Cataloguing and identification; contract demands; disposal; initial provisioning; issues from and restocking; local purchases; packing, packaging and preservation; recovery, recuperation and salvaging; replacement program; sales, transfers and free issues; scales and tables — Canadian Forces scales; spare parts; stocktaking and inventories; storage and warehousing; supply and demand; and surplus and excess stores.

DND/SUB-675

Food Services

Description: Information on the provision of food services in the Canadian Forces. *Topics:* General; staff visits; and unit returns.

DND/TRD-680

Transportation — General

Description: Information on the Department's transportation services. *Topics:* Material; personnel; programming and requirements; rates and tariffs; reports and returns; special flights; systems development; and vehicles.

DND/TRD-685

Postal Services

Description: Information on the Canadian Forces postal service. *Topics:* Handling of mail; regulations; postal inspections; special arrangements; and financial operations.

DND/TRD-690

Canadian Forces Mobile Support Equipment Safety Program

Description: Information on the administration of the Canadian Forces mobile support equipment safety program. *Topics:* Reports, returns and statistics; and competitions and awards.

DND/WEE-695

Accidents — Explosives

Description: Information on accidents and explosive hazards at the Department of National Defence. *Topics:* Accidents — explosives safety; shipboard magazines — explosive hazards; and accident reports.

DND/WEE-700

Ammunition and Explosives

Description: Information on ammunition and explosives of all calibers, land mines, torpedoes, missiles, pyrotechnics, demolition materials, fuses, design, modification, and storage. *Topics:* Design engineering; maintenance; storage; explosive safety; disposal; technical information; and ammunition restrictions.

DND/CPB-710

Construction Engineering

Description: Information on the acquisition, disposal, utilization, and management of real property or interest therein; design and construction of works projects; the maintenance of works and buildings; utilities services; and similar functions within the Department of National Defence. *Topics:* Accommodation; airfields; construction and maintenance; fire prevention; grounds maintenance; heating systems; janitorial services; natural resources management; real property management; acquisition of works and buildings; lettings; disposal; research and development; sanitation services; and utilities.

DND/CPB-715

Environmental Protection and Pollution Control

Description: Information on environmental protection and pollution control within the Department of National Defence. *Topics:* air, solid waste disposal, and toxic hazardous waste disposal pollution control; and environmental assessment and review.

NATIONAL DEFENCE

DND/RDB-720
Technical Co-operation Program
Description: Information on co-operation in research and development with defence departments in Australia, New Zealand, Britain and the United States. *Topics:* Guided missiles; undersea warfare technology; electronic devices; military space research; nuclear weapons defence; and behavioral sciences.

DND/RDB-725
Applied Research
Description: Information on applied research and technology base activities and projects. *Topics:* Military college grants; defence science contracting; surveillance and remote control sensing; and laser technology.

DND/RDB-730
Equipment and Supplies — Research and Development
Description: Research and development information on equipment and supplies requested by the Department. *Topics:* Research requirements of the Canadian Forces; industrial research and development; and bilateral arrangements for research and development with other countries.

DND/RSD-735
National Defence Publications — Production and Distribution
Description: Information on documentation and drawing services (including the design production and management of the Department's publications).

DND/RSD-740
Inventions and Patents
Description: Information on departmental policies on patent administration. *Topics:* Inventions and patents; inventions submitted to the Department; patent applications referred to the Department; patent opinions, validity and infringement; trade mark matters; copyright matters; design matters; and inventions arising from Department contracts.

DND/RSD-745
Logistics Operations
Description: Information on logistic contingency plans and procedures and co-ordination of logistics aspects of operations. *Topics:* Logistics operations — national and international, logistic policy and doctrine, and logistic systems evaluation.

DND/RDP-750
Exports and Imports
Description: Information on Department of National Defence export permits. *Topics:* Policy; applications for export; intelligence and security implications; and reports of export permits.

DND/RDP-755
Metric System
Description: Information on metric conversion at the Department of National Defence.

DND/RDP-760
Equipment and Supplies — Military Assistance Program
Description: Information on the military assistance program. *Topics:* Policy; general; Turkish T33 aid program; and Portuguese aid program. *Retrievability:* By country and subject. *Note:* Files on specific supply items or categories of equipment, including communications equipment, are common to all agencies dealing in procurement, engineering, and maintenance, and those agencies responsible for its operational employment. Equipment files are not necessarily identified with a specific operational environment (navy, army or air force). Equipment life-cycle management services are fully integrated and common to all three operational environments.

DND/FSB-765
Finance and Accounting
Description: Files on the overall financial administration of the Department. *Topics:* Accounting; allotments; financial arrangements and agreement; costing; administration of pay and allowances; and write-offs.

DND/FSB-770
Auditing
Description: Correspondence on departmental auditing programs. *Topics:* Limited dividend housing; progress reports; special investigations; functional audit program; professional practices; and systems development reviews.

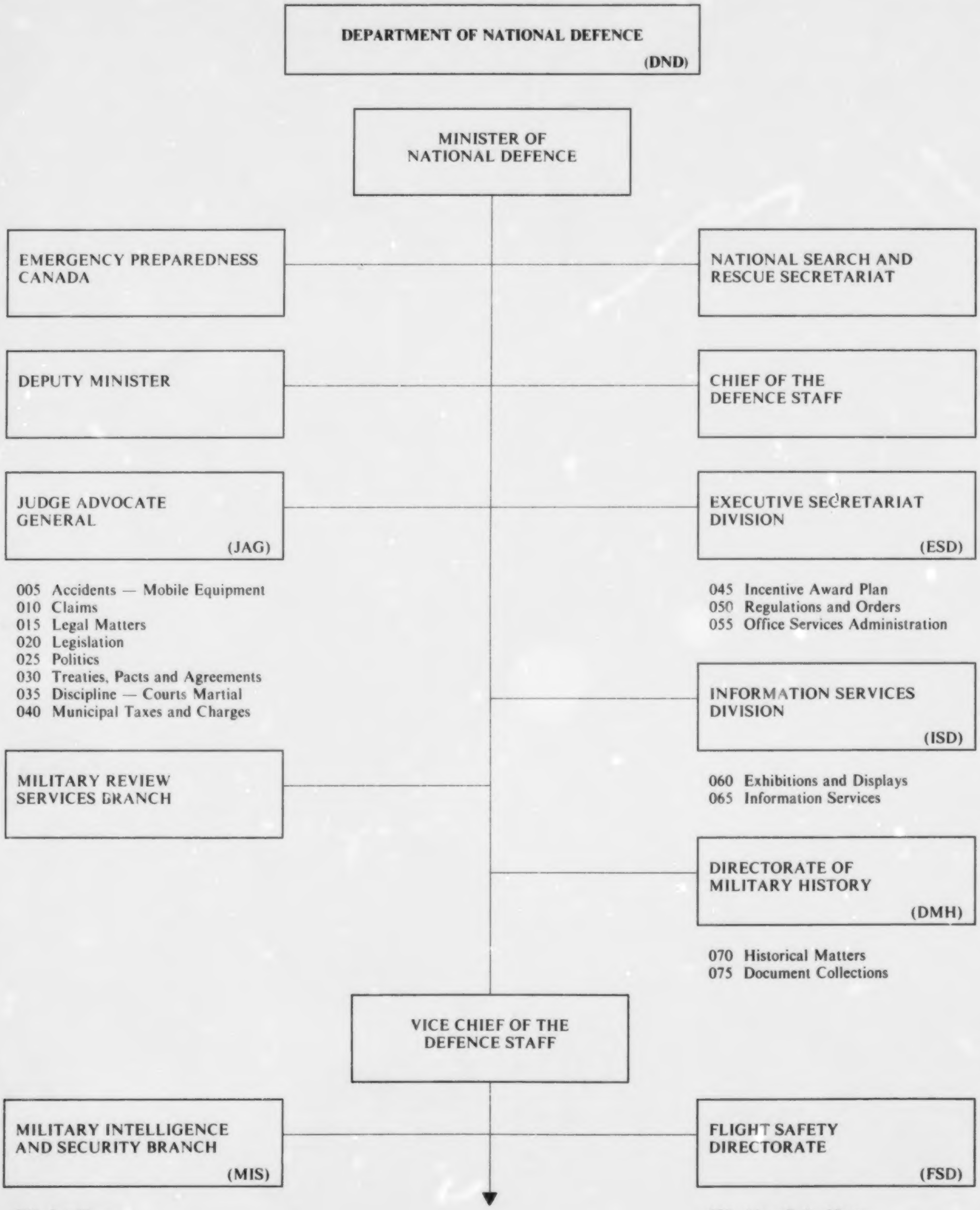
DND/MSD-775
Management Services
Description: Information on management consulting services, projects and scales and standards program studies. *Topics:* Management consulting services project reports; scales and standards studies; and advisory services. *Retrievability:* Fiscal year, file number, title of report, client.

DND/MSD-780
Automated Data Processing
Description: Information on automated data processing standards, base automated data processing program, logistic services, and systems applications.

DND/MSD-785
Management Information Systems (Design and Analysis)
Description: Automated management information systems. *Topics:* Automated data processing — general; Annual Automated Data Processing Report and Plan; the personnel management information system; the organization and management of management information systems; the technical services of management information systems; and analysis and design of management information systems.

DND/MSD-790
Integrated Automatic Data Processing System
Description: Information on the system, and files on policy and planning.

NATIONAL DEFENCE



DEPARTMENT OF NATIONAL DEFENCE
(DND)

MINISTER OF NATIONAL DEFENCE

EMERGENCY PREPAREDNESS CANADA

NATIONAL SEARCH AND RESCUE SECRETARIAT

DEPUTY MINISTER

CHIEF OF THE DEFENCE STAFF

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(JAG)

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010 Claims
015 Legal Matters
020 Legislation
025 Politics
030 Treaties, Pacts and Agreements
035 Discipline — Courts Martial
040 Municipal Taxes and Charges

EXECUTIVE SECRETARIAT DIVISION
(ESD)

045 Incentive Award Plan
050 Regulations and Orders
055 Office Services Administration

INFORMATION SERVICES DIVISION
(ISD)

060 Exhibitions and Displays
065 Information Services

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DIRECTORATE OF MILITARY HISTORY
(DMH)

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(MIS)

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085 Security

FLIGHT SAFETY DIRECTORATE
(FSD)

090 Aircraft Accidents
095 Aircraft Flight Safety

NATIONAL DEFENCE

GENERAL SAFETY DIRECTORATE
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(IPC)

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145 NATO

OPERATIONAL RESEARCH AND ANALYSIS BRANCH
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150 Operational Research and Analysis

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390 Amenities — Canadian Forces
395 Canadian Forces Physical Education and Recreation
400 Non-Public Funds — Canadian Forces
405 Welfare

DIRECTORATE OF CEREMONIAL (DOC)

410 Badges and Insignia
415 Battle Honours
420 Ceremonies, Celebrations
425 Colours, Flags
430 Appointments
435 Bands
440 Dress Instructions
445 Honours and Awards

COMPENSATION AND BENEFITS DIVISION (CBD)

450 Personnel Insurance
455 Industrial Relations and Compensation
460 Financial Benefits — Pay and Allowances

DEPENDANTS EDUCATION PROGRAMS DIVISION (DEP)

465 Education of Children of Members of the Canadian Forces

CHAPLAIN GENERAL PROTESTANT DIVISION (CGP)

470 Chaplain Services — Protestant
475 Chaplain Training — Protestant

CHAPLAIN GENERAL ROMAN CATHOLIC DIVISION (CRC)

480 Chaplain Training — Roman Catholic
485 Chaplain Services — Roman Catholic

SURGEON GENERAL BRANCH (SGB)

490 Documentation and Records — Medical
495 Medical Services
500 Medical, Dental and Veterinary Equipment and Supplies

DENTAL SERVICES DIVISION (DSD)

505 Dental Treatment Services
510 Personnel Dental Records

PERSONNEL CAREERS AND SENIOR APPOINTMENTS BRANCH
(CSA)

515 Postings
520 Careers
525 Engagement and Re-engagement
530 Promotions
535 Non-Commissioned Members
540 Releases
545 Remustering of Tradesmen
550 Retirement

MANPOWER UTILIZATION DIVISION
(MUD)

555 Service Personnel — Occupational Analysis
560 Officer Classification Structure
565 Employment
570 Exchanges, Loans and Secondments
575 Manpower
580 Qualifications
585 Trade Evaluation and Structure

CLASSIFICATION DIVISION
(CLD)

590 Classification Revision Program
595 Position Classification

CIVILIAN PERSONNEL SERVICES DIVISION
(CPS)

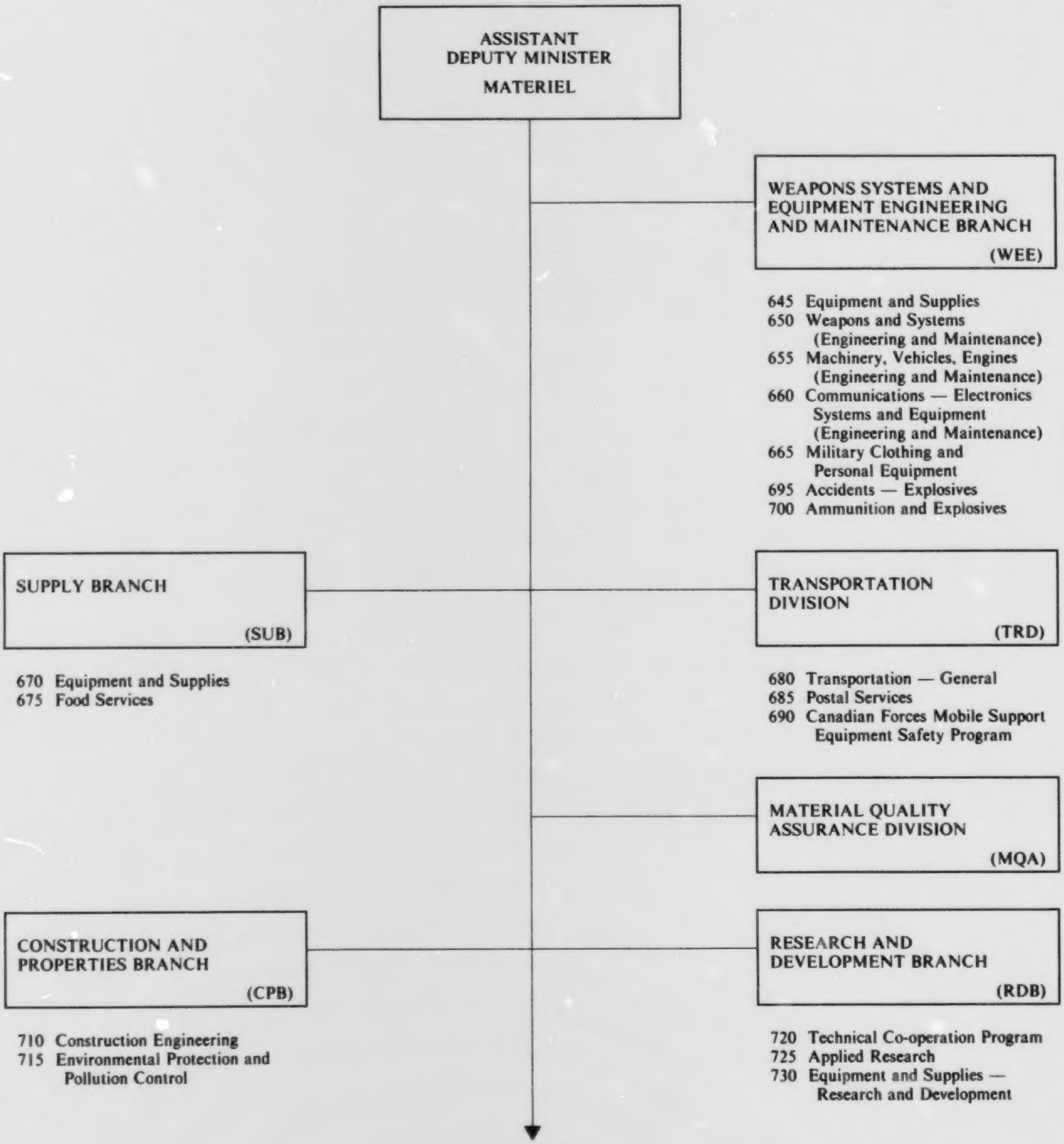
600 Civilian Personnel Services

OFFICIAL LANGUAGES DIVISION
(OLD)

635 Official Languages
640 Language Training

PERSONNEL CO-ORDINATION AND ADMINISTRATIVE SERVICES DIVISION
(PCA)

605 Canadian Human Rights Act
610 Privacy Act
615 Canadian Forces Personnel Newsletter
620 National Defence Public Service Communiqué
625 Personnel Management Information Systems
630 Documentation and Records



ASSISTANT
DEPUTY MINISTER
MATERIEL

WEAPONS SYSTEMS AND EQUIPMENT ENGINEERING AND MAINTENANCE BRANCH (WEE)

645 Equipment and Supplies
650 Weapons and Systems (Engineering and Maintenance)
655 Machinery, Vehicles, Engines (Engineering and Maintenance)
660 Communications — Electronics Systems and Equipment (Engineering and Maintenance)
665 Military Clothing and Personal Equipment
695 Accidents — Explosives
700 Ammunition and Explosives

SUPPLY BRANCH (SUB)

670 Equipment and Supplies
675 Food Services

TRANSPORTATION DIVISION (TRD)

680 Transportation — General
685 Postal Services
690 Canadian Forces Mobile Support Equipment Safety Program

MATERIAL QUALITY ASSURANCE DIVISION (MQA)

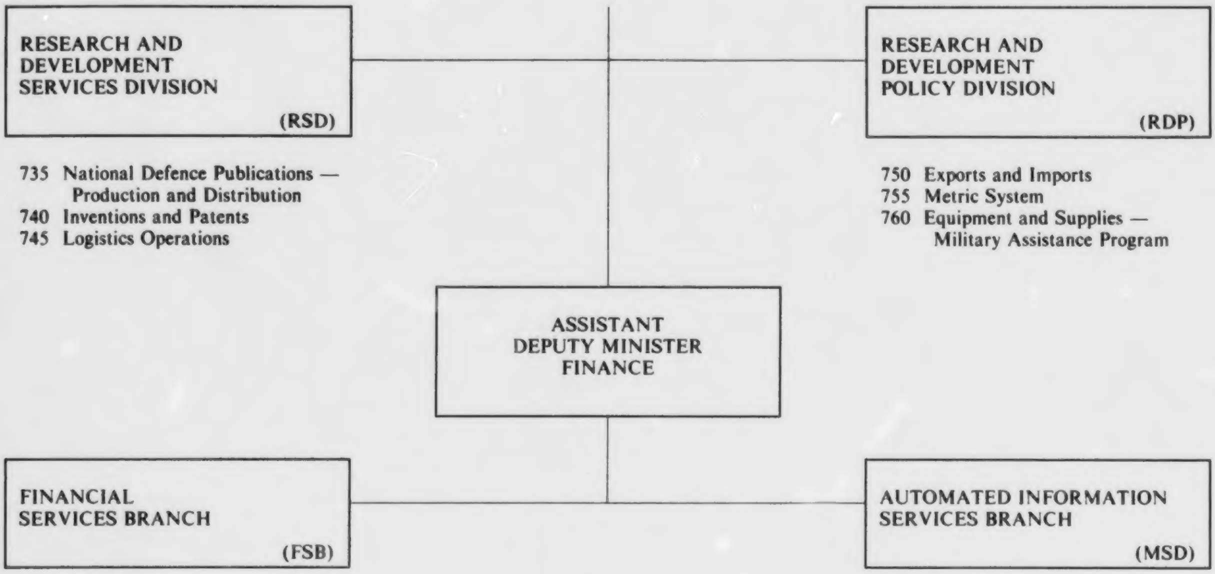
CONSTRUCTION AND PROPERTIES BRANCH (CPB)

710 Construction Engineering
715 Environmental Protection and Pollution Control

RESEARCH AND DEVELOPMENT BRANCH (RDB)

720 Technical Co-operation Program
725 Applied Research
730 Equipment and Supplies — Research and Development

NATIONAL DEFENCE



RESEARCH AND DEVELOPMENT SERVICES DIVISION (RSD)

735 National Defence Publications — Production and Distribution
740 Inventions and Patents
745 Logistics Operations

RESEARCH AND DEVELOPMENT POLICY DIVISION (RDP)

750 Exports and Imports
755 Metric System
760 Equipment and Supplies — Military Assistance Program

ASSISTANT DEPUTY MINISTER FINANCE

FINANCIAL SERVICES BRANCH (FSB)

765 Finance and Acounting
770 Auditing

AUTOMATED INFORMATION SERVICES BRANCH (MSD)

775 Management Services
780 Automated Data Processing
785 Management Information Systems (Design and Analysis)
790 Integrated Automatic Data Processing System

ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF NATIONAL DEFENCE
NATIONAL DEFENCE HEADQUARTERS
101 COLONEL BY DRIVE
OTTAWA, ONTARIO
K1A 0K2

Chapter 65

NATIONAL ENERGY BOARD

A. GENERAL INFORMATION

Historical Background

The National Energy Board (NEB) was created by the *National Energy Board Act* of 1959.

Responsibilities

The Board has two principal responsibilities under the *National Energy Board Act*: to regulate specific matters concerning oil, gas and electricity in the public interest (licensing of oil, natural gas, and electricity exports; certification of international and interprovincial pipelines and international and designated interprovincial power lines; and setting of tolls and tariffs on pipelines under NEB jurisdiction); and to advise the Government on the development and use of energy resources (keeping under review the Canadian supply of all major energy commodities and the demand for Canadian energy in Canada and in export markets).

Legislation

(National Energy Board)
- National Energy Board Act, R.S.C. 1985, chapter N-7
- Gas Pipeline Uniform Accounting Regulations, C.R.C. 1978, Vol. XI, chapter 1053, p. 8499
- International Power Line Regulations, C.R.C. 1978, Vol XI, chapter 1054, p. 8595
- National Energy Board Cost Recovery Regulations
- National Energy Board Order No. MO-62-69, C.R.C. 1978, Vol. XI, chapter 1055, p. 8597
- National Energy Board Part VI Regulations (sections 85 and 87), C.R.C. 1978, Vol XI, chapter 1056, p. 8599
- National Energy Board Rules of Practice and Procedures (section 7), C.R.C. 1978, Vol XI, chapter 1057, p. 8619
- National Energy Board Substituted Service Regulations
- Oil Pipeline Uniform Accounting Regulations, C.R.C. 1978, Vol. XI, chapter 1058, p. 8635
- Oil Products Designation Regulations
- Onshore Pipeline Regulations
- Pipeline Arbitration Committee Procedure Rules, 1986
- Pipeline Crossing Regulations, Part I
- Pipeline Crossing Regulations, Part II
- Pipelines Companies Records Preservation Regulations, C.R.C. 1978, Vol. XI, chapter 1059, p. 8705
- Proclamation Extending the Application of Part VI of the Act to Oil, May 7, 1970
- Toll Information Regulations

(Energy Administration)
- Energy Administration Act, Parts I, 1.1 and III, 1980-81-82-83, chapter 114
- Energy Administration Act, Part I Regulations (sections 13 and 18), C.R.C. 1978, Vol. XIII, chapter 1260, p. 10191
- Energy Administration Act, Part III Regulations (sections 62 and 64), C.R.C. 1978, Vol. XIII, chapter 1261, p. 10195

(Northern Pipeline)
- Northern Pipeline Act, 1977-78, chapter 20

Organizational Units and their Role

Executive Director

The Executive Director is the Board's senior staff member and Chief Operating Officer. His responsibilities include the overall management of the Board, the acquisition and allocation of human and financial resources, the efficiency of Board activities and operations, and the provision of advice on matters deemed appropriate by the Chairman.

The **Finance and Administration Branch** co-ordinates and administers the financial and administrative policies under which the Board operates; and provides advice and services relating to accounts processing, financial planning and budgeting, and property, materiel, records and mail management. It also provides accounting services for the Northern Pipeline Agency.

The **Personnel Branch** provides advice and services in the areas of staffing, human resources planning, training, employment equity programs for visible minorities, official languages, classification, staff relations, and pay and benefits.

The **Planning and Review Branch** is responsible for the Board's operational planning process, program review and internal audit.

The **Information Technology Branch** is responsible for corporate planning, computer systems services, word processing support, data processing support and telecommunications. This includes consultative service on computer operations, data management, program design and development, and an advisory service on the latest data processing techniques and applications. Branch responsibilities also include the integration of information and processing systems and services for the Board.

Director General, Energy Regulation

The Director General, Energy Regulation is responsible for the integration of all staff activities involving the regulation of energy exports and international power lines. This encompasses planning and co-ordinating all work affecting the regulation of international power lines, exports of oil, gas, and electricity under Part VI of the *National Energy Board Act*, co-ordinating the analysis of all matters related to energy supply and demand under Part II of the Act, and traffic and discrimination issues under part IV of the Act.

The **Economics Branch** is responsible for evaluating the economic worth to Canada of applications before the Board to licence exports and to certify pipeline and international power line projects. The Branch develops, in collaboration with others in the Board, general approaches to energy regulation and pipeline rate, toll and tariff structures which involve considerations of economic efficacy. The Branch is responsible for preparing detailed projections of energy demand in Canada, macro-economic projections for the long-term performance of the Canadian economy, long-term outlooks for Canadian exports of natural gas and electricity to the American market, and long-term projections of world oil prices. These activities are largely in support of the Board's supply and demand reports, market monitoring requirements and evaluations of export licence and facilities applications. The Branch also advises on the state of competitive conditions in energy markets, to the extent required for the Board's regulatory mandate.

The **Energy Supply Branch** is responsible for advising the Board on matters relating to oil and gas exploration, drilling, production, and developing forecasts of oil and gas supply from conventional, oil sands, synthetic, and frontier sources. The Branch independently calculates the reserves and productive capacity of gas and oil. A part of this work is carried out in the Board's Calgary office.

The **Electric Power Branch** advises on matters relating to regulatory surveillance and electricity export licensing and international power line certification. The Branch prepares supply and demand forecasts for electricity that are used in dealing with electrical and other applications, reviews the American market for electricity, and provides advice on matters under federal jurisdiction that relate to the production, transportation, sale, and exchange of electricity.

The **Gas and Oil Branch** provides advice to the Board on oil and gas matters including evaluation of oil and gas markets in Canada and the United States and commercial transactions, as well as the transmission, processing and distribution of oil and natural gas. It also synthesizes such information into assessments in keeping with the Board's regulatory roles. The Branch is responsible for export regulation and monitoring and for matters related to traffic and discrimination in service for gas and oil pipelines. The Branch collects and disseminates data on exports including volumes and prices, and also prepares and supplies data on the consumption and transportation of crude oil, petroleum products, gas products and natural gas, incorporating estimates of short-term domestic and export demand and pipeline throughputs.

Director General, Pipeline Regulation

The Director General, Pipeline Regulation combines all staff activities relating to the regulation of gas, oil, and petroleum products pipelines. This encompasses the design, construction, operation, safety, and environmental concerns specified under Part III of the *National Energy Board Act* and matters regarding tolls and tariffs under Part IV of the Act.

The **Environment Branch** provides advice on the protection of the environment during the construction and operation of pipeline and power line facilities and on the protection of land-owner rights with respect to land acquisition. It advises on the environmental consequences of energy exports including the impact of the generation of that power. In addition, Branch staff enforce third party damage prevention regulations.

The **Pipeline Engineering Branch** advises on matters relating to pipeline certificates issued under the *National Energy Board Act* and for the regulation of the safety of pipeline facilities under the Board's jurisdiction. The Branch is the Board's principal source of advice on technical matters included in applications by pipeline companies for facilities construction. Board staff in this Branch also administer certain portions of the *Canada Labour Code* relating to pipeline worker safety.

The **Financial Regulation Branch** has the primary responsibility for tolls, rates and tariffs, financial regulatory advice and costs of transportation under specific portions of the *National Energy Board Act* and the *Energy Administration Act*. It also audits the accounts of pipeline companies under the Board's jurisdiction and monitors their financial performance.

Law Branch

The Law Branch provides legal advice to the Board on all matters relating to the Board's powers and responsibilities, acts as counsel for the Board at public hearings, and represents the Board in proceedings before the Federal and Supreme Courts of Canada.

Office of the Secretary

The Office of the Secretary receives all applications and submissions and co-ordinates their consideration by the Board. It advises on the scheduling of hearings, and makes all administrative arrangements for public hearings in Ottawa and across Canada. In addition, it provides media and public relations services, publications services and operates the Board's library. It administers the *Access to Information Act* and *Privacy Act* and co-ordinates translation services with the in-house translation unit provided by Secretary of State.

Manuals

- Environmental Surveillance Manual
- Environmental Operations Procedure Manual
- General Guidelines for Processing Hearing Applications
- Memorandum of Guidance, Re: Regulation of Group 2 Companies
- Pipeline Construction Inspection Manual, November 1984

Additional Information

Requests for further information about the National Energy Board, its functions and mandate, may be directed to:

National Energy Board
473 Albert Street
Ottawa, Ontario
K1A OE5
(613) 998-7204

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and sending it to:

Access to Information Co-ordinator
National Energy Board
Room 1002, 473 Albert Street
Ottawa, Ontario
K1A 0E5
(613) 990-3167

Reading Room

The Board's Library has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The Library is located at 473 Albert Street, 9th Floor, Ottawa, Ontario. The hours are 08h00 to 17h00, Monday to Friday.

Classes of Records

NEB/FRB-005
Rates and Tolls
Description: Information on the applications and supporting documents for rates and tolls submitted by pipeline companies; also copies of interventions submitted by interested parties, and copies of gas company sales and purchase contracts. *Topics:* Rate applications; interventions; complaints and investigations; price surveillance; sales contracts; purchase contracts; rates for gas. *Retrievability:* Files arranged by company. *Special Access Note:* Applications, transcripts and reasons for decision are held in the National Energy Board library.

NEB/FRB-010
Accounting and Auditing
Description: Audit reports and correspondence of companies under the Board's jurisdiction. *Topics:* Annual reports. *Retrievability:* Files arranged by subject and company.

NEB/FRB-020
Uniform Accounting Regulations for Oil and Gas
Description: Correspondence between companies in Canada, the United States government and the National Energy Board on uniform accounting regulations. *Topics:* Uniform classification of accounts and document retention regulations. *Retrievability:* Files arranged by subject, and oil and gas company.

NEB/FRB-025
Financial Reports
Description: Financial information on the oil and gas pipeline companies under the Board's jurisdiction; quarterly and annual financial reports.

NEB/ERW-030
Environmental Aspects of Energy Development
Description: Correspondence on oil, gas and electric power development. *Topics:* Arctic hydrocarbon transportation systems; northern oil and gas pipelines; offshore oil and gas transportation; other agency reviews — Federal Environmental Assessment and Review Office (FEARO). *Retrievability:* Files arranged by committee, project.

NEB/ERW-035
Environmental Implications of Oil and Gas Pipeline Operations
Description: Correspondence on environmental aspects of operating pipelines and facilities including storage and processing facilities. *Topics:* Right-of-way conditions, gas plant emissions, tank farms, loading facilities, PCB and hazardous waste storage and disposal, etc.

NEB/ERW-040
Lands and Routing
Description: Correspondence on land-use concerns; on complaints of landowners concerning pipeline construction; applications for plan, profile and book of reference approval; applications for right of entry; notices for land acquisition and applications to purchase or sell land, buildings, equipment, or to abandon pipelines. *Topics:* Complaints by landowners; plan, profile and book of reference applications; notices for service, publication and public hearings; cost recovery; right-of-entry applications; land acquisition procedures; application to sell/acquire land and property; applications to abandon pipelines. *Retrievability:* Files arranged by pipeline company for purchases, sales, leases, and abandonments; plan, profile and book of reference and right-of-entry applications. Complaints are filed by name of landowner, location and pipeline company.

NEB/ERW-045
Environmental Incidents or Emergencies
Description: Reports of environmental inspection of spills of oil, products or other substances and their impact on the environment. *Topics:* Leaks, breaks, spillage, environmental impact, clean-up, restoration. *Retrievability:* Files arranged chronologically by incident and by pipeline company.

NEB/ERW-050
Environmental Associations and Committees
Description: Correspondence between the Board and various pipeline, industry, and environmental associations; information on liaison with various committees, conferences, oil and gas pipeline companies, and environmental agencies. *Topics:* Environmental regulatory matters; co-operation and liaison with oil and gas pipeline companies, interdepartmental committees on environmental matters. *Retrievability:* Files arranged by association, committee, conference and pipeline company.

NEB/ERW-055
Environmental Assessment, Surveillance and Monitoring
Description: Published information on the environmental aspects of applications for certificates and orders to build a pipeline or power line, to commence construction, or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties, surveillance and monitoring reports. *Topics:* Applications for certificates and orders; environmental information submitted prior to construction of a pipeline or power line; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of facility by a pipeline; appeals and interventions; environmental assessment of the effects of pipelines or power lines; environmental surveillance; *Retrievability:* Files arranged by company and location of pipeline. *Special Access Note:* Applications to build a pipeline, transcripts of hearings and reasons for decisions are held in the Board library.

NEB/PEO-060
Pipeline Development Projects
Description: Correspondence on northern oil and gas development. *Topics:* Task Force on Northern Oil Development; gas Arctic systems; northern gas pipelines; northern gas transportation; Petro-Canada proposed Arctic power project; polar gas project. *Retrievability:* Files arranged by task force committee.

NEB/PEO-065
Operation of Oil and Gas Pipelines
Description: Correspondence on the operation and maintenance of pipelines. *Topics:* Corrosion Control Program; letters patent; design factors; safety; signs and markers; schematic drawing of pipelines; sandblasting; line pipe specifications; high energy impact joining of line pipe; reversal of pipeline; negative salvage.

NEB/PEO-070

Pipeline Incidents or Accidents

Description: Reports of leaks, breaks, dents and buckles of oil and gas pipelines, including property damage, injury or death of personnel. *Topics:* Leaks and breaks; dents and buckles; storage and use of lubricants; metallurgical investigations; repair program for the Sarnia-Montreal extension. *Retrievability:* Files arranged by pipeline and location of the leak, break, dent or buckle.

NEB/PEO-075

Pipeline Associations and Committees

Description: Correspondence between the Board and various pipeline, oil and gas, and standards associations; also information on liaison with various committees, conferences and oil and gas pipeline companies. *Topics:* Associations dealing with pipelines and engineering matters; institutes for engineering and pipeline matters; committees of the Canadian Standards Association; Task Force on Pipelines; conference on engineering and pipelines; co-operation and liaison with oil and gas pipeline companies. *Retrievability:* Files arranged by association, committee, conference and pipeline company.

NEB/PEO-080

Pipeline Construction

Description: Information on the application for certificates and orders to build a pipeline, to commence construction, leave to open a pipeline (commence operation), or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties. *Topics:* Applications for certificates and orders; applications to construct a pipeline; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of a facility by a pipeline; appeals and interventions; environmental assessment and effect on pipelines; routine facility inspection reports. *Retrievability:* Files arranged by company and location of pipeline. *Special Access Note:* Applications to build a pipeline, transcripts of hearings and Reasons for Decisions are held in the Board library.

NEB/PEO-081

Inspection of Meters

Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international pipelines. *Retrievability:* Files arranged by meter station.

NEB/OOS-085

Public Hearing Process — Applications to the National Energy Board and Reasons for Decision

Description: Copies of all applications made to the Board, exhibits and other public hearing documents and reasons for decision. *Topics:* Certificates of Public Convenience and Necessity for construction and operation of oil and gas pipelines and electric power lines; licences for the export of oil, gas and electric power; rates, tolls and tariffs of pipeline companies under Board jurisdiction. *Retrievability:* Files arranged by applicant, company and year. *Special Access Note:* Copies of applications and the Board's reasons for decision are held in the library.

NEB/OOS-090

Standing Panel Files

Description: Copies of documents considered at standing panel meetings, including applications on routine and non-routine matters, staff papers, and final documents approved by the panel including letters, regulatory instruments, etc. *Topics:* Certificates and orders — oil and gas pipelines and electric power lines; safety and environmental matters; tolls and tariffs of pipelines under the jurisdiction of the National Energy Board; licences and orders to export (and in some cases, to import) oil, gas, and electricity. *Retrievability:* The documents contained in the standing panel files are duplicated in the Board's subject files. The standing panel files are arranged by panel and by date of meeting and are retained for approximately two years. *Special Access Note:* Copies of some applications are held in the Board's library for six months after a decision has been rendered.

NEB/OOS-095

Certificates, Licences and Orders

Description: Originals of all certificates, licences and orders issued by the Board. *Topics:* Certificates of Public Convenience and Necessity — oil and gas pipelines, electric power lines; licences for the export of oil, gas and electric power; safety orders; rates, tolls and tariffs; miscellaneous orders. *Special Access Note:* See "Prefix Identification of Certificates, Licences, Orders and Permits" issued by the National Energy Board (internal reference memo listing document prefixes and references to legislation).

NEB/OOS-100

Minutes of Meetings

Description: Official minutes of all meetings of the Board and officially constituted panels of the Board. *Topics:* Certificates of Public Convenience and Necessity — oil and gas pipelines and electric power lines; licences and orders to export oil, natural gas and electricity; safety orders relating to pipelines; environmental matters with respect to oil and gas pipelines and electric power lines; rates, tolls and tariffs of pipelines under Board jurisdiction, *Energy Administration Act; Northern Pipeline Act;* supply, demand, surplus of oil, gas and electric power. *Storage Medium:* Microfilm.

NEB/OOS-105

Parliamentary and Ministerial Enquiries

Description: Information on questions raised by Members of Parliament in the House of Commons and correspondence to the Minister that has been referred to the Board for preparation of a reply. *Topics:* Parliamentary enquiries — may cover, but are not limited to, queries on personnel, budgets, advertising, accommodations, equipment, person-years; correspondence to the Minister, usually on energy-related matters for which the Board is responsible — certification of interprovincial and international oil and gas pipelines, international electric power lines, exports of oil, gas and electricity, supply and demand of oil, gas and electricity; complaints against pipeline companies.

NEB/LAW-110

Legal Opinions

Description: Legal opinions prepared by the branch for the purpose of giving advice to the Board. *Topics:* Duties and powers of the Board under the *National Energy Board Act;* Board jurisdiction; requirements of natural justice; interpretation of legislation.

NEB/LAW-115

Statutes and Regulations

Description: Working papers and other relevant material used by the branch in the preparation of amendments to statutes and regulations. *Topics: National Energy Board Act* and Regulations; *Energy Administration Act; Northern Pipeline Act.*

NEB/LAW-120

Legal Cases

Description: Decisions rendered by the courts that may affect the work of the Board. *Topics:* Administrative tribunals; American law; *Bill of Rights;* combines; *Pipeline Act.*

NEB/LAW-125

Litigation

Description: All documentation, legal opinions and working papers related to court cases with which the Board has been involved as a result of appeals of its decisions. *Topics:* Trial division; Federal Court of Appeal; Supreme Court of Canada; public hearings — reasons for decision; subpoenas. *Retrievability:* Files arranged by style of cause.

NEB/GAO-130

Natural Gas Pricing and Marketing

Description: Correspondence on marketing and pricing of natural gas and gas products, and reports of revenue by gas or pipeline companies. *Topics:* Special market research; market value; propane and butanes pricing; revenue flowback by gas and pipeline companies; *Energy Administration Act,* Part III (Domestic Gas). *Retrievability:* Files arranged by subject and gas or pipeline company.

NEB/GAO-135

Import and Export Gas Licences and Orders

Description: Applications and related correspondence for a licence to export or import natural gas or liquefied natural gas; interventions submitted by interested parties. *Topics:* Emergency orders to export natural gas and liquefied natural gas; licences and orders to export and import natural gas, liquefied natural gas and gas products; interventions; combined hearings (two or more companies applying jointly for a licence). *Retrievability:* Files arranged by subject, company and year of application.

NEB/GAO-140

Export Control of Gas Products

Description: Information on licences, orders and applications for the export of gas products; also proceedings of the Gas Panel, which includes reports to the Board and approval of export orders. *Topics:* Policy; instructions to the applicants; forms of licences and orders; proceedings of the Gas Panel; applications for licences and orders; monitoring of export volumes and aggregated prices. *Retrievability:* Files arranged by subject and applicant company.

NEB/GAO-141

Statistics

Description: Statistical data on exports and imports of natural gas and gas products, and on supply and disposition of propane and butanes. *Topics:* Propane and butanes supply and disposition, export and import volumes and average prices of natural gas and gas products and authorized volumes. *Retrievability:* Files arranged by subject and company. *Special Access Note:* Certain statistics are provided by companies on a confidential basis and are available in aggregate form only. Statistics are held in the Board's library.

NEB/GAO-142

Traffic

Description: Applications and related correspondence for orders to obtain access to transportation services on interprovincial and international gas pipelines; complaints about discrimination. *Topics:* Interim orders to receive transport and deliver gas. *Retrievability:* Files arranged by company.

NEB/GAO-145

United States Regulatory Agencies for Natural Gas and Gas Products

Description: Correspondence between the National Energy Board and U.S. federal and state departments and agencies on natural gas and gas product matters. *Topics:* Acts and regulations for natural gas; export and imports of natural gas; pricing of natural gas; supply, demand and storage; synthetic natural gas; gas rates; natural gas survey.

NEB/EPB-150

Licences and Orders for the Export of Electricity

Description: Company applications and supporting data for a licence or order to export electricity for a specific period of time. *Topics:* Application to export electricity in an emergency; to Canadian utilities. *Retrievability:* Files arranged by power company.

NEB/EPB-155

Canadian Electric Power Projects

Description: Information on Canadian electric power projects and studies; also generation of electric power and the transmission of extra-high voltage electric power. *Topics:* Electric power projects and studies — Churchill Falls, James Bay, Fundy Tidal Power Development study; power generation — power potential, load and supply, nuclear, technology for fuel cells, thermal coal-fueled and thermal gas-fueled. *Retrievability:* Files arranged by project or study.

NEB/EPB-160

Construction of International Electrical Power Lines

Description: Applications for certificates and supporting documents to construct or modify existing power lines. *Topics:* Policy; environmental guidelines; interventions filed by interested parties. *Retrievability:* Files arranged by power company.

NEB/EPB-165

Inspection of Meters

Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international power lines. *Retrievability:* Files arranged by power line certificate holder.

NEB/EPB-170

Associations and Committees on Electric Power

Description: Information on liaison with power transmission companies, associations and conferences on electrical matters. *Topics:* Reports on, and agendas of, meetings and conferences; associations; power and transmission companies. *Special Access Note:* Some files have been transferred to the Historical Branch of the National Archives of Canada.

NEB/EPB-175

Electric Power Failures

Description: Information on selected electric power interruptions. *Topics:* Hydro-Quebec power interruption on January 10, 1978;

power interruption on the Maritime grid, November 14, 1978; Northeast power failure of 1965.

NEB/EPB-180

United States

Description: Information on liaison with American federal and state departments on mutual electric and atomic energy problems. *Topics:* Atomic Energy Commission; Acts and Regulations; uranium; nuclear electric power; Hanford Electric Generating Plant; geothermal energy; Jersey City Nuclear Power Project; U.S. Federal Power Commission; North American Electric Reliability Council; U.S. power — failures, projects, shortages, rates and statistics.

NEB/EPB-185

Statistics

Description: Statistical data on the export of electric power, supply and demand of electricity, forecasts, import of electricity. *Topics:* Monthly reports by power companies on the export of electric power and energy; supply, demand and distribution forecasts; various reports compiled by Statistics Canada; Ontario Hydro's forecasts of power load capacity report; Canadian Electric Utilities: Analysis of Generation and Trends. *Retrievability:* Files are arranged by company and forecast. *Special Access Note:* Report on Ontario Hydro forecast of load and capacity is held in the Board library.

NEB/GAO-190

National Oil Policy

Description: Correspondence on the national oil policy with various oil and pipeline companies, federal government departments and the National Energy Board. *Topics:* Policy; National Oil Policy Review, 1969; redefining the Ottawa Valley; imports and transfer — gasoline; control of movements across Ottawa Valley line; petrochemical industry — export and import; oil import and transfer program; crude oil price survey; oil import cost compensation program; deep water facilities; deregulation — June 1985.

NEB/GAO-195

Allocation of Oil

Description: Correspondence between the Energy Supply Allocation Board and the Oil Branch of the National Energy Board on the allocation of oil resources in an emergency.

NEB/GAO-200

Liaison with United States on Oil Matters

Description: Correspondence with United States federal government and agencies on oil matters. *Topics:* Import and export of oil; offshore oil; pricing; pipeline tariffs; refineries; oil reserves; crude oil supply and demand; transportation by tanker; exchange agreements; import regulations; oil import statistics; turbine fuel; U.S. oil pipeline companies; refinery allocations; appeals and decisions; task force on oil imports; reports and returns on pipeline incidents and petroleum matters. *Retrievability:* Files arranged by subject under the United States block of files.

NEB/GAO-205

Crude Oil Movements by Pipeline

Description: Correspondence on pipeline capability and the availability of crude oil; also nomination, by refinery, of crude oil requirements. *Topics:* Pipeline capability — pipeline traffic; nominations by companies for crude oil requirements; allocations of domestic crude, prior to June 1985.

NEB/GAO-210

Export Charge for Crude Oil and Oil Products

Description: Information on the policy, audit reports, applications for remission of or exemption from export charges and the monthly returns filed by exporting companies. *Topics:* Policy on the export charge; auditing of exporting companies; exemptions and remissions; Form 160, Oil Export Charge Return (monthly); determination of export charges. *Retrievability:* Files arranged by subject and company.

NEB/GAO-215

Export Control of Crude Oil, Condensates and Products

Description: Information on policy, forms of licences and orders, applications for licences or orders to export crude oil, condensates and products, decisions and reports of the export panel. *Topics:* Policy; instructions to applicants; licence and order forms; Canadian requirements and availability for export; reports on export of crude oil and petroleum products since deregulation; proceedings of Export Panel. *Retrievability:* Files arranged by company.

NEB/GAO-220

Enquiry Hearings on the Canadian Oil Supply and Requirements

Description: Submissions of various oil companies and supporting data during public hearings in 1975, 1976 and 1978. *Topics:* Public hearings — Canadian oil supply requirements; submissions by companies on reserves and demand. *Retrievability:* Files arranged by year of public hearing.

NEB/GAO-225

Exchange Agreements on Crude Oil

Description: Information on the exchange agreements on offshore and mid-continent crude oil between Canadian and U.S. oil companies and related correspondence before June 1985. *Topics:* Control of International Oil Exchange; mid-continent exchange agreements; eastern Canada foreign exchange agreements. *Retrievability:* Files arranged by Canadian and United States oil companies.

NEB/GAO-230

Crude Oil Statistics on Refinery Production

Description: Statistical information on the amount of crude oil received in refineries, the amount of crude processed by refineries each week, the monthly supply survey on Canadian oil products, monthly deliveries of crude oil and condensates under licence, and the amount of products exported each month. *Topics:* Canadian refinery receipt survey of crude oil; crude oil runs (amount of crude processed in refineries weekly or monthly); Canadian oil product monthly supply survey; oil product export return. *Retrievability:* Files arranged by company. *Special Access Note:* Most of these statistics are supplied confidentially to the National Energy Board by individual companies. Information can therefore be released only as a combined total of all companies. *Storage Medium:* Computer disc or tapes.

NEB/GAO-235

Oil Refining Capacity and Processing

Description: Correspondence with refineries and selected oil companies on their forward projections of oil refining capacity and processing. *Topics:* Ontario Refineries' Hearing, 1968; refining survey of Atlantic provinces and Quebec, Region 1 and 2; refining survey of central and eastern Canada, Region 1, 2 and 3; refining survey, Region 5; refining survey of British Columbia; processing and supply survey 1974-85, 1977-83 and 1979-85.

NATIONAL ENERGY BOARD

NEB/ECB-240

Long-term Energy Demand

Description: Information on energy demand hearings, supply and demand forecasts, and demand and disposition projects. *Topics:* Total Energy Supply and Demand Inquiry; energy demand forecasts; demand and disposition. *Retrievability:* Files arranged by subject.

NEB/ECB-245

Macro-economic Forecasts on the Canadian Economy

Description: Macro-economic forecasts on the Canadian economy and their relationship to energy forecasts. *Topics:* Statistical reports and returns; macro-economic forecasting model studies; committees, boards, commissions, etc. related to macro-economic forecasting. *Retrievability:* Files arranged by subject and committee.

NEB/ECB-250

Energy Supply and Demand Statistics

Description: Information on energy supply and demand and related data for all energy commodities. *Topics:* Information, liaison and data related to co-operation among various associations, committees; statistical energy inquiries; statistical reports and returns; supply and demand data for all energies; international data. *Retrievability:* Files arranged by subject and committee.

NEB/ECB-255

Canadian Content in Energy Projects

Description: Information on Canadian content and industrial benefits of energy projects. *Topics:* Studies; specific applications. *Retrievability:* Files arranged by application.

NEB/ECB-260

Economic Benefits of Proposed Energy Projects

Description: Analyses of the economic viability of, and benefits from, projects. *Topics:* Viability analyses; cost-benefit — committees, studies, specific applications; licences, orders and exports. *Retrievability:* Files arranged by application.

NEB/ECB-265

Socio-economic Impact of Pipeline Projects

Description: Information on the regional economics of pipeline projects and their impact on socio-economic factors. *Topics:* International developments; socio-economic studies; socio-economic impacts of specific applications. *Retrievability:* Files arranged by application.

NEB/ECB-270

Economic Considerations in Setting Pipeline Tolls

Description: Information on the operations of pipeline companies and the economic considerations in setting tolls. *Topics:* Productivity and efficiency of pipeline companies; rates, tolls and tariffs; financial arrangements; certificates and orders. *Retrievability:* Files arranged by subject and company.

NEB/ESB-275 *Formerly identified as:* NEB/ECB-275

Energy Supply, Surpluses and Reserves

Description: Information on the supply side of enquiry hearings, renewable energy, reserves and surpluses. *Topics:* Energy supply; renewable energy; reserves and surpluses — particular applicants; licences, orders and exports. *Retrievability:* Files arranged by subject.

NEB/ESB-280

Associations, Committees and Conferences on Energy Supply

Description: Information on applications and supporting documents for hearings held on the energy supply. *Topics:* Supply data originating from energy supply and demand hearings. *Retrievability:* Files arranged by year and company. *Special Access Note:* Copies of applications, interventions and transcripts of all hearings are held in the National Energy Board library.

NEB/ESB-285

Oil, Natural Gas Liquids (NGL) and Natural Gas Production

Description: Information on historical and current production of hydrocarbons in Canada. *Topics:* Crude oil and equivalent; NGL; natural gas. *Retrievability:* Files arranged by product and province.

NEB/ESB-290

Oil and Natural Gas Reserves

Description: Information on oil and gas pools, including raw data, Board assessments and published material on reservoir analysis techniques. *Topics:* Gas reserves; oil reserves; decline curve analysis; models and simulation; secondary and tertiary recovery. *Retrievability:* Files arranged by pool; each contains information on reservoir parameters, historical performance and assessments made by the Board staff.

NEB/ESB-295

Gas Processing and By-Products

Description: Published material on the extraction of by-products from natural gas and the production of synthetic natural gas. *Topics:* Ethylene and ethane; helium; sulphur; hydrogen; processing plants; synthetic natural gas.

NEB/ESB-300

Statistical Reports

Description: Statistical reports from provincial agencies and other private agencies on production, demand and forecasts. *Topics:* Long-term energy; energy demand; production statistics. *Retrievability:* Files arranged by subject and province.

NEB/ESB-305

Renewable Energy

Description: Published material and correspondence on renewable energy. *Topics:* Biomass; geothermal; heat pumps; solar; tidal; wind; alcohol; peat.

NEB/EPB-310

Nuclear Energy

Description: Published material and correspondence on nuclear energy. *Topics:* Heavy water; uranium; fusion.

NEB/ESB-315

Energy Cost and Pricing

Description: Correspondence on costs and pricing of energy. *Topics:* Cost data; profitability data and studies; royalties.

NEB/ESB-320

Coal

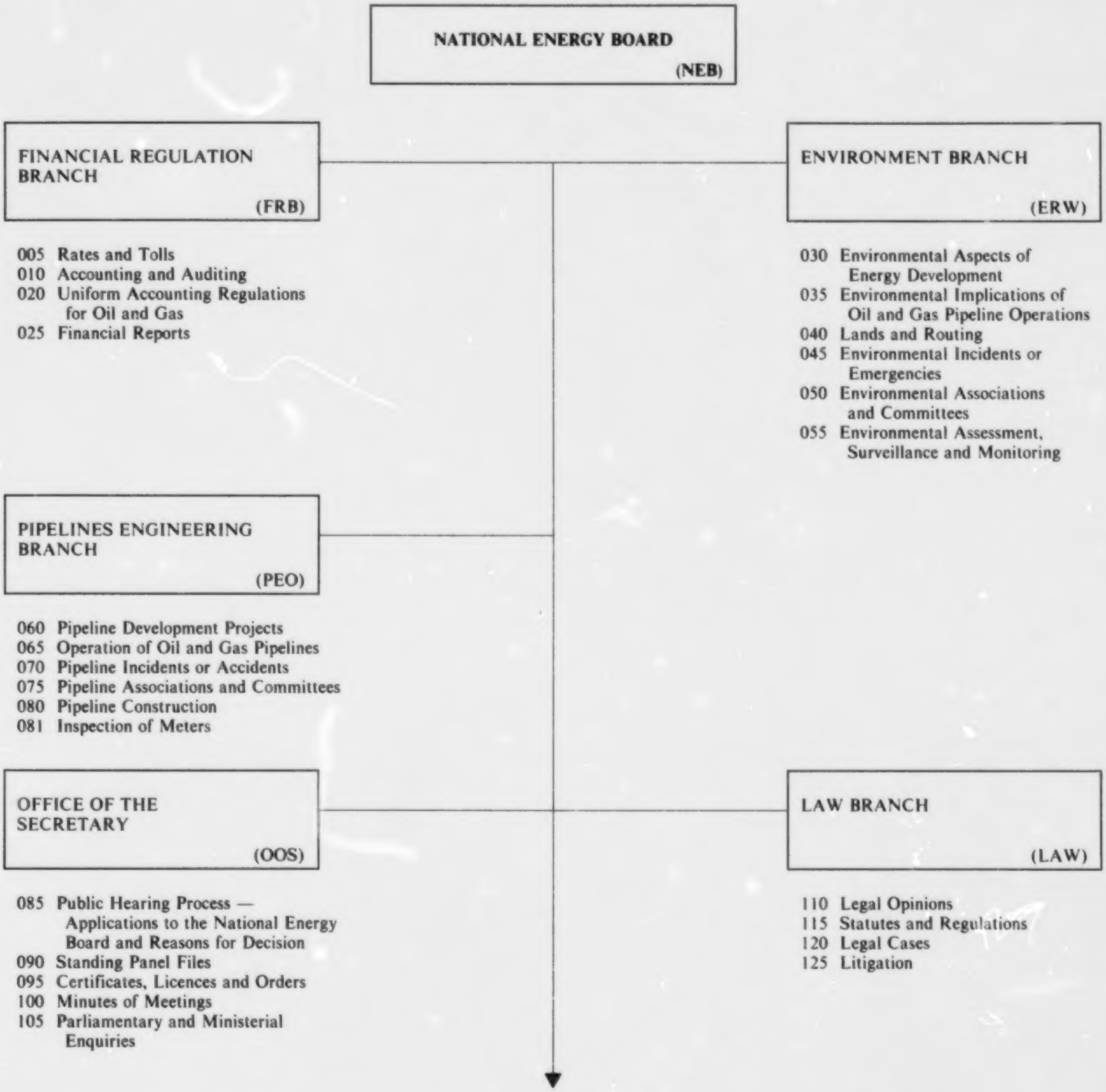
Description: Published material and correspondence on coal. *Topics:* Forecasts; coal-gasification, liquefaction, reserves.

NATIONAL ENERGY BOARD

NEB/ESB-325
Exploration and Development
Description: Information on exploration for and development of hydrocarbon resources in Canada. *Topics:* Oil and gas discoveries and development — Western Canada and northern and offshore areas; petroleum industry activity.

NEB/ESB-330
Gas and Oil Storage
Description: Published material and correspondence on oil and gas storage projects. *Topics:* Province of Ontario; Home Oil Company — Strait of Canso Storage Project. *Retrievability:* Files arranged by province and company.

NATIONAL ENERGY BOARD



NATIONAL ENERGY BOARD (NEB)

FINANCIAL REGULATION BRANCH (FRB)

005 Rates and Tolls
010 Accounting and Auditing
020 Uniform Accounting Regulations for Oil and Gas
025 Financial Reports

ENVIRONMENT BRANCH (ERW)

030 Environmental Aspects of Energy Development
035 Environmental Implications of Oil and Gas Pipeline Operations
040 Lands and Routing
045 Environmental Incidents or Emergencies
050 Environmental Associations and Committees
055 Environmental Assessment, Surveillance and Monitoring

PIPELINES ENGINEERING BRANCH (PEO)

060 Pipeline Development Projects
065 Operation of Oil and Gas Pipelines
070 Pipeline Incidents or Accidents
075 Pipeline Associations and Committees
080 Pipeline Construction
081 Inspection of Meters

OFFICE OF THE SECRETARY (OOS)

085 Public Hearing Process — Applications to the National Energy Board and Reasons for Decision
090 Standing Panel Files
095 Certificates, Licences and Orders
100 Minutes of Meetings
105 Parliamentary and Ministerial Enquiries

LAW BRANCH (LAW)

110 Legal Opinions
115 Statutes and Regulations
120 Legal Cases
125 Litigation

NATIONAL ENERGY BOARD

GAS AND OIL BRANCH (GAO)

130 Natural Gas Pricing and Marketing
135 Import and Export Gas Licences and Orders
140 Export Control of Gas Products
141 Statistics
142 Traffic
145 United States Regulatory Agencies for Natural Gas and Gas Products
190 National Oil Policy
195 Allocation of Oil
200 Liaison with United States on Oil Matters
205 Crude Oil Movements by Pipeline
210 Export Charge for Crude Oil and Oil Products
215 Export Control of Crude Oil, Condensates and Products
220 Enquiry Hearings on the Canadian Oil Supply and Requirements
225 Exchange Agreements on Crude Oil
230 Crude Oil Statistics on Refinery Production
235 Oil Refining Capacity and Processing

ELECTRIC POWER BRANCH (EPB)

150 Licences and Orders for the Export of Electricity
155 Canadian Electric Power Projects
160 Construction of International Electrical Power Lines
165 Inspection of Meters
170 Associations and Committees on Electric Power
175 Electric Power Failures
180 United States
185 Statistics
310 Nuclear Energy

ENERGY SUPPLY BRANCH (ESB)

275 Energy Supply, Surpluses and Reserves
280 Associations, Committees and Conferences on Energy Supply
285 Oil, Natural Gas Liquids (NGL) and Natural Gas Production
290 Oil and Natural Gas Reserves
295 Gas Processing and By-Products
300 Statistical Reports
305 Renewable Energy
315 Energy Cost and Pricing
320 Coal
325 Exploration and Development
330 Gas and Oil Storage

ECONOMICS BRANCH (ECB)

240 Long-term Energy Demand
245 Macro-economic Forecasts on the Canadian Economy
250 Energy Supply and Demand Statistics
255 Canadian Content in Energy Projects
260 Economic Benefits of Proposed Energy Projects
265 Socio-economic Impact of Pipeline Projects
270 Economic Consideration in Setting Pipeline Tolls

ACCESS TO INFORMATION
CO-ORDINATOR
NATIONAL ENERGY BOARD
ROOM 1002, 473 ALBERT STREET
OTTAWA, ONTARIO
K1A 0E5

Chapter 66

NATIONAL FARM PRODUCTS MARKETING COUNCIL

A. GENERAL INFORMATION

Historical Background

The National Farm Products Marketing Council was established in 1972 under the *Farm Products Marketing Agencies Act*.

Responsibilities

The National Farm Products Marketing Council is responsible for supervising the Canadian marketing agencies established under the *Farm Products Marketing Agencies Act*. The Council works with these agencies and with provincial governments and their marketing boards to promote an efficient and competitive industry for the products concerned, and to protect the interests of producers, processors and consumers.

Legislation

- Farm Products Marketing Agencies Act, 1972

Organizational Units and their Role

Executive Council

The Council is responsible for policy decisions and for the ultimate objectives and goals of the National Farm Products Marketing Council. All nine council members are appointed by Order-in-Council. Six of the nine members are paid on a per diem basis for those days that they are called upon to work on Council business.

Operations

This section is responsible for the day to day monitoring of the agencies' operations and for reporting their findings to Council. The staff is also called upon to perform special tasks or studies regarding existing or possible new agencies which would provide analysis and documentation for Council's decisions.

Communications

This section is responsible for media relations, the preparation and diffusion of Council's public information, and for the preparation and publication of annual reports and press releases.

Management Services

This section is responsible for records management, property management, material management, Access to Information and Privacy Legislation, general administration and for the financial, personnel and support functions for Council and its components.

Additional Information

Requests for further information about the Council and its various functions may be directed to:

Chief, Public Information
National Farm Products Marketing Council
13th Floor, Martel Building
270 Albert Street
P.O. Box 3430, Station D
Ottawa, Ontario
K1P 6L4
(613) 995-2297

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Management Services
National Farm Products Marketing Council
13th Floor, Martel Building
270 Albert Street
P.O. Box 3430, Station D
Ottawa, Ontario
K1P 6L4
(613) 995-2297

Reading Room

The Council's library has been designated under section 71 of the *Access to Information Act* as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: 270 Albert Street, 13th Floor, Ottawa, Ontario.

Classes of Records

FPM/FPM-005
Marketing Operations
Description: Information on liaison with commodity producers' associations, provincial agricultural departments, provincial marketing boards and other councils on matters related to marketing operations. Records are located at the National Farm Products Marketing Council. *Topics:* Producer quota studies; guidelines for cost of production formulae; interprovincial and export trade; statutory orders and regulations; reports and statistics; commodities — animal and animal products, grains and oilseeds, horticulture and

special crops; liaison with organizations concerned with marketing (minutes of proceedings).

FPM/FPM-010

Canadian Marketing Agencies

Description: Information on Canadian marketing agencies such as the Canadian Egg Marketing Agency, the Canadian Turkey Marketing Agency, the Canadian Chicken Marketing Agency and the Canadian Broiler Hatching Egg Marketing Agency. Records are located at the National Farm Products Marketing Council. *Topics:* Provincial levies; information services; claims; hearings; licensing; penalties and offences; producer quotas; cost of production; production surveys; programs; reports and statistics; prices; statutory orders and regulations; surplus egg removal; interprovincial and export trade; marketing agencies (organization, minutes of proceedings, administration, finances, etc.). *Storage Medium:* Recordings — council meetings and in-camera hearings.

NATIONAL FARM PRODUCTS MARKETING COUNCIL

(FPM)

005 Marketing Operations
010 Canadian Marketing Agencies

ACCESS TO INFORMATION
CO-ORDINATOR
MANAGEMENT SERVICES
NATIONAL FARM PRODUCTS MARKETING
COUNCIL
MARTEL BUILDING, 13th FLOOR
270 ALBERT STREET
P.O. BOX 3430, STATION D
OTTAWA, ONTARIO
K1P 6L4

Chapter 67

NATIONAL FILM BOARD

A. GENERAL INFORMATION

Historical Background

The National Film Board (NFB) was established by the *National Film Act* on May 2, 1939, and revised in 1950. The NFB reports to the Minister of Communications.

Responsibilities

The Board's mandate is to produce and distribute and to promote the production and distribution of Canadian film and video.

The Board is a totally integrated production and distribution house. A large proportion of its films are made by freelance independent filmmakers. The average annual production is approximately 100 original films and 50 versions and adaptations of existing films. The Board produces versions of its films in several languages for foreign distribution. It also produces IMAX films. The Board undertakes advanced technical research and development to advance the art and technology of film and video, and plays an active role in training people in all aspects of filmmaking.

Legislation

- National Film Act

Organizational Units and their Role

The Board of Trustees of the National Film Board is composed of the Canadian Government Film Commissioner — who is both the chairperson and chief executive officer of the NFB — and eight other members appointed by the Governor in Council, three of whom are selected from the Public Service of Canada or the Canadian Armed Forces and five from the public at large.

The head office of the NFB is in Ottawa, while its operational headquarters are located in Montreal. NFB films are produced by two distinct English and French program branches, which are also responsible for marketing their films to their respective audiences. The NFB began to decentralize its production studios in the early 1970s and there are now studios in Vancouver, Edmonton, Winnipeg, Toronto, Moncton, Halifax and Montreal.

The Government Film Commissioner advises the Minister and the government on matters relating to film and video. He/she is chairperson of the Board of Trustees, and chief executive officer of the NFB. The Commissioner is responsible for all programming, administrative and policy decisions as well as the day to day operations and management of the NFB. The Commissioner is supported by an executive assistant and secretary to the board and senior secretaries in Ottawa and Montreal. The internal auditor and the co-ordinator of Planning and Program Evaluation report to the Commissioner.

Administration, Finance and Personnel Division

This division provides for overall management of NFB resources, financial planning and personnel management and counsel. It also administers data processing services and prepares financial statements.

Vice-Government Film Commissioner and Corporate Affairs Division

The Corporate Affairs Division is based at Head Office in Ottawa. It is responsible for the development and implementation of institutional policies, and for the establishment and maintenance of contacts with the government and federal bureaucracy in Ottawa. The Vice-Government Film Commissioner replaces the Commissioner in his absence.

Communications Division

The Communications Division operates programs for NFB staff, public and media; prepares speeches and documents for the Government Film Commissioner, develops the corporate image of the NFB; handles corporate public relations through special projects, public and media visits to the Film Board, and with the media; and is responsible for the NFB's participation in festivals, retrospectives and other film events. It also oversees NFB participation in conferences and corporate projects (internal and external corporate communications).

English Program Branch

This branch produces and markets English language films and videos in documentary, animation and fiction forms to reach audiences in Canada and abroad on relevant social and cultural issues. It also produces IMAX films. These programs are produced in five studios in Montreal, and one each in Halifax, Toronto, Winnipeg, Edmonton and Vancouver. English program production uses permanent staff and freelance filmmakers, and also co-produces with outside organizations. The International Commercial Service, which is administered by the English Program Branch, ensures sales of NFB productions in French and English outside Canada.

French Program Branch

This branch produces and markets films and videos in French to reach audiences in Canada and abroad on social and cultural issues, and is responsible for marketing its productions in Canada. The Branch produces and co-produces documentaries, fiction and animation from its headquarters in Montreal and from regional production centres in Moncton, Toronto and Winnipeg. It operates the *Centre d'animatique* which is able to conceive and direct high-quality film sequences using computer generated images. French program production uses permanent staff and freelancers to produce its films.

Services Division

This division provides technical production services for the program branches and operates a technical research and development section. It is also responsible for film and video distribution, including the FORMAT database, the publication of Film/Video Canadiana and the operation of Film/Video libraries and deposits in NFB audio-visual centres in Canada. It works jointly with several public libraries in making NFB films and videos more easily accessible to Canadians. It assists and advises the Department of External Affairs regarding the film libraries in many countries which are under the control of Canadian diplomatic missions abroad.

Employment Equity Program Division

The mandate of this division is based on the principles of sound human resource management and includes two objectives: parity between male and female employees in all permanent and contract positions, in all professional categories and at all levels by the year 1996; and a more equitable place for women in all aspects of Canadian filmmaking, ensured through the creation of training and apprenticeship programs.

Additional Information

Please direct requests for general information about the National Film Board to:

Records Manager
(514) 283-9080

Media
Director of Communications
(514) 283-9253

Parliamentary and Corporate Relations
Director of Corporate Affairs
(613) 992-3615

Library
(514) 283-9045

The complete NFB 16mm film and video catalogues are available in English and French, with a PRECIS index. They list films and television productions from the NFB. They also list non-NFB productions which are distributed by NFB.

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
National Film Board
150 Kent Street
Ottawa, Ontario
K1A 0M9
(613) 992-3615

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: 150 Kent Street, Ottawa, Ontario.

Classes of Records

NFB/PPE-005
Planning and Program Evaluation
Description: Planning of Commissioner's Office projects. *Topics:* Intervention on copyright revisions 1984; operational plans 1985-86-87-88-89, Part III of estimates 88-89, five year operational plan 1985; strategic planning and program evaluation.

NFB/CAD-006
Corporate Affairs
Description: NFB and television; policies on employment equity; Federal Women's Film Program; overall Corporate policies; and applications for TV Canada/*Télé-Canada*.

NFB/COM-010
Festivals, Awards, Special Film Events
Description: Information on the various festivals, awards, and film events in which the NFB participates (and awards received). *Topics:* Selection of films; registration for the festival; film event contacts with the press and filmmakers participating in the festival/film event.

NFB/COM-015
Conferences and Special Projects
Description: Information on participation by the NFB in various film-related projects. *Topics:* Exhibits; workshops; corporate participation in film industry events.

NFB/COM-020
Special Projects
Description: Information on NFB communications with the public, NFB staff, and media. *Topics:* Contacts with the news media; publication of press releases; brochures; annual report; internal communications; visits to NFB and filmmakers' visits to educational institutions.

NFB/EPB-025
English Program Branch
Description: Information on the production and marketing of films and video, including IMAX productions. *Topics:* Scripts; budgets; contracts; financial statement; research material; rights; correspondence; information on marketing of NFB films in Canada and abroad; negotiation of contracts for television and theatres; research-audience surveys; new markets; community, national and international distribution; distribution of private industry films; promotion and publicity. *Retrievability:* Files arranged by film, title and type of distribution.

NFB/FPB-030
French Program Branch
Description: Information on the production and marketing of NFB French language films and video, including computer animation.

Topics: Scripts; budgets; contracts; financial statements; research material; rights; correspondence; information on marketing NFB films in Canada; negotiation of contracts for television and theatres; research audience surveys; new markets; community and national distribution.

NFB/SED-035
Laboratory
Description: Information on the processing of film and video technology. *Topics:* Quality control: chemistry; timing; sensitometry; printing and development; inspection of printing material; negative cutting; printing material library; stock film and shot library. *Retrievability:* Files arranged by film titles.

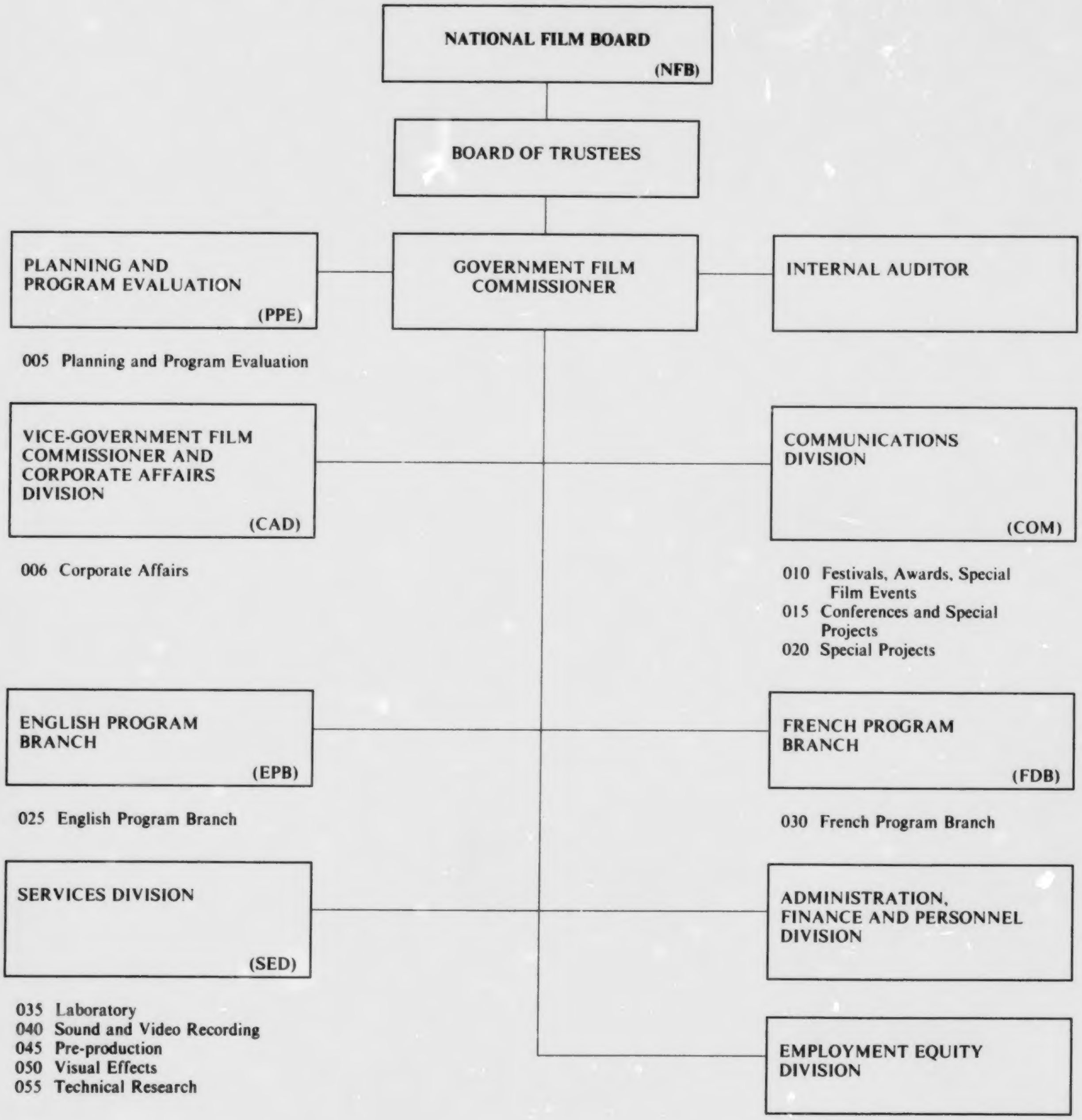
NFB/SED-040
Sound and Video Recording
Description: Information on sound and projection recording. *Topics:* Mixing; transfer; quality control; projection. *Storage Medium:* Magnetic tape-sound. *Retrievability:* Files arranged by film titles.

NFB/SED-045
Pre-production
Description: Information on technical support for film productions. *Topics:* Camera maintenance; reservations for technicians; lighting; stores, stage reservations; carpentry, props, etc. *Retrievability:* Files arranged by film titles.

NFB/SED-050
Visual Effects
Description: Information on animation, opticals and titling. *Topics:* Animation photography; film credits; optical and special effects. *Retrievability:* Files arranged by film.

NFB/SED-055
Technical Research
Description: Information on testing and analysis of new materials for professional cinematography video and audio-visual technology; upgrading of existing pieces of equipment and the publication *Perforations* on audio-visual technology. *Retrievability:* Files arranged by type of equipment.

NATIONAL FILM BOARD


NATIONAL FILM BOARD (NFB)
BOARD OF TRUSTEES
PLANNING AND PROGRAM EVALUATION (PPE)
GOVERNMENT FILM COMMISSIONER
INTERNAL AUDITOR
VICE-GOVERNMENT FILM COMMISSIONER AND CORPORATE AFFAIRS DIVISION (CAD)
COMMUNICATIONS DIVISION (COM)
ENGLISH PROGRAM BRANCH (EPB)
FRENCH PROGRAM BRANCH (FDB)
SERVICES DIVISION (SED)
ADMINISTRATION, FINANCE AND PERSONNEL DIVISION
EMPLOYMENT EQUITY DIVISION

005 Planning and Program Evaluation

006 Corporate Affairs

010 Festivals, Awards, Special Film Events
015 Conferences and Special Projects
020 Special Projects

025 English Program Branch

030 French Program Branch

035 Laboratory
040 Sound and Video Recording
045 Pre-production
050 Visual Effects
055 Technical Research

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
NATIONAL FILM BOARD
6th FLOOR
150 KENT STREET
OTTAWA, ONTARIO
K1A 0M9

Chapter 68

NATIONAL LIBRARY OF CANADA

A. GENERAL INFORMATION

Historical Background

The National Library was created by the *National Library Act* of 1953 (revised in 1969).

Responsibilities

The Library's mandate is to ensure that the written heritage of the Canadian people is preserved and made accessible. To this end the Library maintains an extensive collection of book and non-book materials, supplemented by online databases, which focus primarily on Canadian materials, much of which are received on legal deposit, and secondarily on foreign materials in support of Canadian studies, library development and resource sharing. The Library gives Canadian libraries access to Canadian publications by listing them in the national bibliography, *Canadiana*, and to foreign publications through a program of exchange of machine-readable bibliographic databases with other national libraries. The Library lends materials from its collections on interlibrary loan and provides information as to where items are located in other Canadian libraries. It offers reference, information and referral services, with emphasis on Canadian studies, to support Canadian libraries and researchers whose needs cannot be filled at the local level. It makes its resources and those of other Canadian libraries known through publications in various formats and fosters national and international co-operation and resource sharing among libraries, using new information and telecommunications technologies and standards for the interconnection of independent, asynchronous systems.

Legislation

- Legal Deposit Regulations (1969)
- National Library Act (1969)

Organizational Units and their Role

The National Library has the rank of a department and reports to Parliament through the Minister of Communications. The National Librarian has the status of a deputy head and is advised by the National Library Advisory Board and other specialized committees.

Administration Branch

The **Federal Libraries Liaison Office** serves as the main communication link between the National Library and other federal libraries. It gives the many federal department, branch and agency libraries across Canada a continuing contact with the National Library on administrative, operational and planning matters, and promotes joint projects among libraries of the federal government. It also serves as the permanent secretariat of the Council of Federal Libraries, which advises the National Librarian on library services in the federal government.

The **Publications and Marketing Services Office** assists the National Library staff by advising on communications plans and policies, publicizing the Library's activities through an active publications program; and co-ordinating an advertising program.

The **Public Programs and Cultural Events Office** co-ordinates a program of cultural events to promote the public image of the National Library and its role in the Canadian cultural heritage. It administers cultural exhibitions in Canada and abroad to make known the National Library collections to the public; conducts visits to the various branches of the National Library; and organizes concerts, lectures, authors' readings and film screenings that are in keeping with the objectives of the National Library. It co-ordinates welcoming activities and special events related to its participation in international conferences.

The **Planning Office** is responsible for departmental planning, preparation of central agencies planning documents and policy development for the Library.

Acquisitions and Bibliographic Services Branch

Under the *Book Deposit Regulations of the National Library Act*, the Branch receives and registers publications issued in Canada. The Branch also acquires books about Canada or by Canadians published abroad. In addition, it is involved in procuring for the National Library non-Canadian library materials in support of Canadian studies, library development and resource sharing by purchase, gift, and exchange. Surplus library materials from Canadian libraries are collected and exchanged through the Canadian Book Exchange Centre in Ottawa. The Canadian Theses Service publishes and sells microform copies of graduate theses accepted by participating Canadian universities.

The Branch compiles and publishes the current and retrospective versions of the national bibliography, *Canadiana*, as well as a bilingual list of headings for corporate and personal authors' names used in the bibliography. It publishes a list of Canadian subject headings in English and co-publishes a list of subject headings in French; co-ordinates the Canadian Cataloguing-in-Publication program; compiles and publishes a bibliography of Canadian theses; distributes machine-readable cataloguing records for Canadian and foreign publications; and assigns International Standard Serial Numbers (ISSN) and International Standard Book Numbers (ISBN) to Canadian publications. It contributes to the development of national and international cataloguing standards; contributes cataloguing records for Canadian serials to CONSER, a machine-readable database of serial records; publishes CONSER Microfiche, a bibliography of serials; and catalogues material for the National Library's collections.

Public Services Branch

The Branch is responsible for providing a location and interlibrary loan service and a reference and information service, both automated and manual, to libraries, researchers and the general public. Special advisory services are offered in children's literature, music, library and information science, and library services for disabled persons. The Branch maintains the National Library's Union Catalogue (monographs and serials) on the DOBIS database to support interlending services in Canada, and from this database produces the following products: the Union List of Serials in the Social Sciences and Humanities Held by Canadian Libraries, the Union List of Canadian Newspapers; and the Union Catalogue of Library Materials for the Handicapped. It also provides service from the National Library's collections, including official publications, serials, reference, music, rare books and literary manuscripts, Canadian newspapers and the Canadian Indian Rights Collection. Through the Multilingual Biblioservice, library materials in the non-official languages in Canada are acquired and disseminated through Canadian public libraries. The Branch maintains the secretariat for the Advisory Group on National Library Services for Disabled Persons.

Information Technology Services Branch

The Branch consists of the following units: Management Services, User Support, Systems Maintenance and Operations, Information Analysis and Standards, Systems Development and Systems and Telecommunications Support.

The Branch plans, develops, and operates information systems to support the program requirements of the National Library. It administers corporate policies for information resource management, provides systems and technology support to external clients, and provides leadership and co-ordination in the development of nationwide library and information networking through research, standards development and promotion. The Branch operates and enhances DOBIS (Dortmunder Bibliothekssystem), an on-line library-shared database management system. It also provides leadership in the development of automated systems that can be used widely by Canadian libraries and provides advisory services to Canadian libraries that are developing automated systems.

Manuals

(Federal Library Liaison Office)
- Council of Federal Libraries By-Laws and Decisions
- Government Library Survey Recommendations, 1974

(Acquisitions and Bibliographic Services)
- Bibliographic Searching
- *Canadiana* Acquisitions Division and Legal Deposit Office
- Canadian Cataloguing-in-Publication (CIP) Manual for Agent Libraries
- Canadian International Book Numbering Agency
- Canadian Theses Service Procedures
- Guide to the Work of National Library Collection Unit
- National Library Cataloguing Manual
- Serials Control Unit
- UNISIST: International Serials Data System (ISDS) Manual

(Public Services)
- Annotations Manual
- Circulation Section Manual
- Communications Manual
- Computerized Information Service Manual
- Desk and Telephone Procedures Manual
- Document Dispatch Section Manual
- How to Search DOBIS: a Guide
- Interlibrary Loan Generic Script User Guide
- Interlibrary Loan Manual
- Level I Location Searcher's Manual
- Level III Location Searcher's Manual
- Library Documentation Centre Procedures Manual
- Location and Lending Services Manual
- Machine Readable Reporting to the Canadian Union Catalogue
- Multilingual Biblioservice General Information and Procedures Manual for Deposit Centres
- Music Division Procedures
- Periodicals Section Manual
- Statistics Manual
- Written Reference Request Manuals

(Information Technology Services)
- Conspectus Search Service Manual
- DOBIS Authorities: Data Input Conventions
- DOBIS Cataloguing Manual
- DOBIS Data Administration Manual
- DOBIS Data Input Conventions
- DOBIS Searching Manual
- DOBIS User Guide Series: Operator Specific Default
- DOBIS Tailored Full Information Screen Displays
- DOBIS Error Messages and ABEND Codes
- NLNET User's Guide
- DOBIS File Transfer Service
- UCSS Infosystem Guide
- ITS Link
- Systems Assurance Manual

Additional Information

Requests for information about the services of the National Library should be addressed directly to a specific branch or service or to a librarian at any public, academic, government, or special library in Canada.

Researchers may use the National Library's services at:

395 Wellington Street
Ottawa, Ontario
K1A 0N4
(613) 995-9481

Requests for information about tours of the National Library or about its exhibitions and cultural events should be addressed to:

Cultural Events Office
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4
(613) 993-6618

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* for access to the National Library files should be made by completing an Access to Information Request Form and addressing it to:

Access to Information Co-ordinator
Director, External Relations
National Library of Canada
395 Wellington Street, Room 206
Ottawa, Ontario
K1A 0N4
(613) 995-3904

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: 395 Wellington Street, 2nd Floor, Ottawa, Ontario.

Classes of Records

NLC/ADM-005
Federal Libraries Liaison
Description: Information on the promotion of co-operative projects, management consulting to evaluate the effectiveness and efficiency of library services, promotion of standards for library methods and procedures, and development of integrated federal government library services. *Topics:* Federal library studies; surveys; co-operative projects for the organization of federal libraries; operational problems; indexing systems; cataloguing practices; automation; collections; personnel strength; fees for library services; bulk purchasing; network planning and developments; Federal Libraries Liaison Office publications; and library delivery service.

NLC/ADM-010
Council of Federal Libraries Secretariat
Description: Information on meetings, workshops, projects, publications of the Council of Federal Libraries and its action committees and working groups, and other activities related to its function of assisting the National Librarian in co-ordinating federal library services. *Topics:* Meetings — Council, steering committee, action committees and working groups; workshops BF copyright, fees for services, automation; elections of steering committee members; publishing plans and publications BF information series packages, liaison newsletters, annual reports.

NLC/ADM-020
Publications and Marketing Services
Description: Information on publications and information displays. *Topics:* Production steps for publications and information displays — procurement requests, contracts for advertising, printing, requisitions and correspondence on particular projects in these and other areas of the division's work. *Retrievability:* Files arranged by publication and information display.

NLC/ADM-025
Public Programs and Cultural Events
Description: Information on cultural events such as exhibitions, concerts, film screenings and tours. *Topics:* Production steps — planning, implementation, costs.

NLC/ABS-030
Acquisitions
Description: Information on the acquisition of Canadian and non-Canadian library material by the National Library; also surplus library materials made available for distribution to Canadian libraries through the Canadian Book Exchange Centre. *Topics:* Compliance with the *National Library Act;* assignment of International Standard Book Numbers (ISBN); government publishers; government documents published; Canadian authors; gifts and deposits of library materials; purchase of library materials — order requests and orders received; bookbinding services.

NLC/ABS-035
Canadian Theses
Description: Information on the National Library service of micro-publishing theses accepted at Canadian universities. *Topics:* Acquisition of theses; filing; sales. *Retrievability:* Files arranged by author.

NLC/ABS-040
Cataloguing-in-Publication
Description: Information on the Cataloguing-in-Publication (CIP) program whereby Canadian books are catalogued prior to publication and the cataloguing information is printed in the book at the time of publication. *Topics:* CIP agent library contracts; CIP planning documents; foreign CIP programs; CIP statistics; CIP workflow studies; CIP publicity; completed CIP application forms from publishers. *Retrievability:* Application forms arranged by publisher.

NLC/ABS-045
National and International Bibliographic Projects
Description: Information on participation in national and international co-operative projects designed to foster the sharing of bibliographic information. *Topics:* ABACUS (Association of National Bibliographic Agencies of Britain, Australia, Canada and the United States); Canadian Institute for Historical Microreproductions; DOBIS (bibliographic database); co-operative projects for name and subject authorities; Anglo-American Cataloguing Rules; International Federation of Library Associations and Institutions (IFLA); CONSER (Co-operative ONline SERials) program; International Serials Data System; Universal Bibliographic Control (UBC).

NLC/ABS-050
Cataloguing Programs
Description: Information on the National Library's cataloguing operations. *Topics:* Cataloguing policies; workflow studies; National Library catalogue study project; processing time analysis system; performance measurement system; pre-1950 bio-bibliograpical file (information on some pre-1950 Canadian authors and titles). *Special Access Note:* Statistical records related to the processing time analysis system and performance measurement system are in machine-readable form.

NLC/ABS-055
International Organization for Standardization (ISO)
Description: Information on the work of various committees and subcommittees of the International Organization for Standardization on bibliographic and related standards. *Topics:* Technical committees and working groups concerned with standards for documentation, terminology and bibliographic description (ISO/TC46 and its subcommittees). *Retrievability:* Files arranged by ISO committee and work item number. *Special Access Note:* Identify number of ISO committee.

NLC/ABS-060
Anglo-American Cataloguing Rules (AACR)
Description: Information on the development and revision of the Anglo-American Cataloguing Rules and the work of the Joint Steering Committee (JSC) for the revision of AACR. *Topics:* AACR 1st edition; AACR 2nd edition; JSC meetings. *Retrievability:* AACR

files arranged by edition and chapter number; JSC meetings by JSC numbering system.

NLC/ITS-065
Machine-Readable Cataloguing (MARC)
Description: Information on the development of standard formats for machine-readable cataloguing information in Canada and other countries. *Topics:* Canadian MARC (CAN/MARC) format; United Kingdom MARC (UK/MARC) format; Library of Congress MARC (LC/MARC) format, etc.

NLC/PSB-085
Music Manuscripts, Sound Recordings, Printed Collection and Reference Service
Description: Lists of manuscript collections and sound recordings, data sheets for Canadiana sheet music published before 1950, finding aids for selected archival collections, files on many aspects of musical Canadiana, and records of Music Division acquisitions by gift, legacy or purchase; microfiche listings for 78 and 45 rpm discs, binders and card catalogue for 33 1/3 discs to 1978 (post 1978 in DOBIS), and binders for wax cylinders and piano rolls; correspondence replying to reference questions related to music; grey literature and ephemera relating to musical Canadiana. *Topics:* Manuscript collections; sound recordings; early Berliner recordings at the National Library; the Dr. André and Pearl Ross Collection of Spoken Sound Recordings; vertical files on Canadian music and musicians; *Enclycopedia of Music in Canada* information sheets; Canadian sheet music, Canadian concert programs; Canadian musical iconography; Canadian music publishers; Percy Scholes vertical files on British and European music; lists of donors and donations; records of purchases and solicitations for the collection. *Retrievability:* Manuscript Collection — files arranged by collection and finding aids by name of collector; List of Manuscript Collections by name and call number. Recorded Sound Collection — unpublished recordings, pre-1969 LPs, cylinders and piano rolls by recording artist, collection and accession number; 78 rpm and 45 rpm discs by performer, composer, title, label, issue, matrix number and permutated title; early Berliner records by catalogue number of manufacturer; Dr. André and Pearl Ross Collection by language and recording personality. Printed Collection — (Sheet Music) data sheets by composer, title, publisher and date of publication. (Ephemera and Vertical Files) alphabetical index to articles on Canadian music and musicians in Canadian periodicals; vertical files on Canadian music and musicians by name of subject, individual, or collectivity (cross-referenced); concert programs arranged by province, city, organization and date; photos of musical Canadiana arranged alphabetically by subject and/or by accession number; dated address file of Canadian music publishers to 1900. Correspondence — correspondence arranged chronologically within a subject.

NLC/PSB-090
Union Catalogues
Description: Information on the holdings of libraries in Canada of monographs and serials, including foreign and Canadian official publications, Union Catalogue of Canadian Music Publications to 1950, Union List of Canadian Newspapers, Canadian Union Catalogue of Library Materials for the Handicapped and Canadian Works in Progress. *Topics:* Holdings of Canadian libraries; microfilming catalogues of Canadian libraries; locations of Canadian music published up to 1950; Canadian library holdings of special format materials for the disabled; and information on special format works-in-progress. *Retrievability:* Files are arranged by author or title for the pre-April 1980 accessions card form; Canadian music publications are arranged by composer, title, publisher and date. *Storage Medium:* Accessions received after April 1980 are machine-readable.

NLC/PSB-095
Library and Information Science Reference Material
Description: Information on topics of interest to the Canadian library community: library related subjects; libraries; librarians; library associations; library schools; meetings; library equipment and monograph; documents drawn from a clipping service, periodicals scanned in the Library Documentation Centre, and a variety of published and unpublished papers. *Topics:* Recent developments in libraries, including Canadian library science research; automation of library operations; development of bibliographic databases; union catalogues; library administration; collections management; microcomputers in libraries; national libraries and systems. *Retrievability:* Files arranged by subject group or by name of librarian, library or association. From January 1986, subject citations are stored on hard disks.

NLC/PSB-100
Library Service for Disabled Persons Reference Material
Description: Information on topics of interest to Canadian libraries serving disabled persons. *Topics:* Library services, library programs, physical access to libraries, technical aids. *Retrievability:* Subject, library.

NLC/PSB-105
Indian Rights
Description: Manuscripts, theses, research papers, official documents, published and unpublished material necessary for the conduct of original research into the historical and legal basis for Indian claims. *Topics:* Native claims in Canada with comparative materials for the United States, Australia and New Zealand; legislation pertaining to Indian claims. *Retrievability:* Author, title, subject.

NLC/PSB-110
Reference and Information Services
Description: Information on National Library holdings of Canadian official publications, and foreign and international publications; newspapers not catalogued on the National Library's automated system; information on Divisional publications; some unpublished bibliographies up to 1974; reference and information questions and related correspondence (including newspapers and official publications); research documentation in Canadian studies and the social sciences and humanities in both manual and automated form; *New Reference Books List* (monthly); files of materials in order; kardexes for newspapers and official publications, vertical files; finding aids for the collection. *Topics:* Canadian studies; social sciences and humanities; government structure; official publications and newspaper formats; arrangement of collections of official publications; laws and regulations; genealogical research. *Retrievability:* Card index to government commissions, committees, task forces; newspaper files arranged by place, province, decade; microform masters of serials arranged by titles; microform masters of newspapers arranged by province and city.

NLC/PSB-115
Children's Literature
Description: Information on children's literature and libraries; book lists by country and subject; slide collection of illustrations in

Canadian children's books by illustrator, title and date of book; poster collection with access by author, title and subject; archival IBBY (International Board on Books for Young People). *Topics:* Book selection in school libraries; current Canadian children's books; illustrations; bilingual books; other languages; comic books; professional literature; records; braille books; children's writing; periodicals. *Retrievability:* Material filed by subject; children's book collection by author, translator, illustrator, title, series, chronology, children's writings, books in braille, books with records, books in languages other than English or French, and award-winning books; textbook collection accessed by author, translator, illustrator, title, series, chronology and place; and correspondence files.

NLC/PSB-125
Rare Books
Description: Correspondence and reference files on rare books. *Topics:* Rare books; individual rare books; preservation and conservation of library materials. *Retrievability:* Files arranged by subject or author.

NLC/PSB-130
Library Services in Non-official Languages
Description: Correspondence on library services in non-official languages and files of press clippings on multiculturalism and ethnic groups. *Topics:* Library services to ethno-cultural communities; multiculturalism. *Retrievability:* Files arranged by subject and ethnic group.

NLC/PSB-135
Literary Manuscripts
Description: Biographical files, mainly composed of clippings on authors whose papers are held by the Library; files on literary papers in other institutions.

NLC/PSB-140
Interlibrary Loans
Description: Information on interlibrary loan requests and on libraries which use the National Library's interlibrary loan system, including name and type of library, address, interlibrary loan charging policies. *Storage Medium:* Automated database, tape. All data can be accessed.

NLC/ITS-145
Management Services
Description: Information on formulating information technology policy and plans; documenting policy decisions, maintaining up-to-date planning documents, developing systems assurance procedures and monitoring their application with ITS. *Topics:* Business and information technology planning, establishment of policies, standards and procedures in the area of information technology, systems assurance, development and maintenance of high level architectures, training requirements in Open System Interconnection (OSI) and merging technology, charging policy, copyright.

NLC/ITS-150
User Support
Description: Information on user documentation, training, set-up, support and communications; co-ordinating access authorization and service administration for both internal and network system services; promoting ITS services and programs and supporting end user computing. *Topics:* User liaison, assessment, documentation, training, federal library user computing support service, promotion of NLC Services and programs, services to NLC.

NLC/ITS-155
Systems Maintenance and Operations
Description: Information on the operation of systems developed or acquired for use within the National Library; production control, product support, front-line troubleshooting and monitoring of systems performance; operation of network directory systems, protocol testing facilities and maintenance and minor development of National Library Systems. *Topics:* Batch systems control, tape library management, remote job entry management, National Research Centre liaison, supplier liaison, ITS computing Equipment Support, job performance monitoring, front-line troubleshooting for on-line systems, telecommunications and equipment support, inventory control of telecommunication circuits and equipment, on-line system performance monitoring, maintenance of systems developed by NL, task control and scheduling, troubleshooting batch system, on-line system troubleshooting, and quality control of production programs.

NLC/ITS-160
Information Analysis and Standards
Description: Information on the development of corporate data models, information architectures, and reference models for information processes; development and maintenance of data definitions and administration of the Library's corporate data policies and procedures; development and maintenance of information technology standards for internal use and for dissemination at national and international levels; dissemination and promotion of information management policies and procedures by the Library. *Topics:* Systems development projects, DOBIS System management standards, network-development.

NLC/ITS-165
Systems Development
Description: Information on the design and development of application systems and their interfaces with protocol-based telecommunications support systems and on the negotiation and administration of contracts associated with system and interface development. *Topics:* Development of application systems and production systems, information technology planning (high- level application architecture), maintenance of the NL application architecture, interaction with data administration, systems development methodologies and standards, information technology assessment.

NLC/ITS-170
Systems and Telecommunications Support
Description: Information on the provision of computing telecommunication environment to carry out the ITS mandate. *Topics:* Capacity planning, systems and telecommunications architectures, proprietary software, technical change management and control, database administration, systems support, telecommunications support.

Deleted Classes of Records

The following classes of records have been incorporated into NLC/ADM-010:

NLC/PSB-080	Newspapers
NLC/PSB-120	Official Publications

NATIONAL LIBRARY OF CANADA

The class of records NLC/ITS-175 has been incorporated into the following:

NLC/ITS-145	Management Services

NATIONAL LIBRARY OF CANADA

NATIONAL LIBRARY (NLC)

ADMINISTRATION BRANCH (ADM)

005 Federal Libraries Liaison
010 Council of Federal Libraries Secretariat
020 Publications and Marketing Services
025 Public Programs and Cultural Events

ACQUISITIONS AND BIBLIOGRAPHIC SERVICES BRANCH (ABS)

030 Acquisitions
035 Canadian Theses
040 Cataloguing-in-Publication
045 National and International Bibliographic Projects
050 Cataloguing Programs
055 International Organization for Standardization (ISO)
060 Anglo-American Cataloguing Rules (AACR)

PUBLIC SERVICES BRANCH (PSB)

085 Music Manuscripts, Sound Recordings, Printed Collection, and Reference Service
090 Union Catalogues
095 Library and Information Science Reference Material
100 Library Service for Disabled Persons Reference Material
105 Indian Rights
110 Reference and Information Services
115 Children's Literature
125 Rare Books
130 Library Services in Non-official Languages
135 Literary Manuscripts
140 Interlibrary Loans

INFORMATION TECHNOLOGY SERVICES BRANCH (ITS)

065 Machine-Readable Cataloguing (MARC)
145 Management Services
150 User Support
155 Systems Maintenance and Operations
160 Information Analysis and Standards
165 Systems Development
170 Systems and Telecommunications Support

ACCESS TO INFORMATION CO-ORDINATOR
DIRECTOR, EXTERNAL RELATIONS
NATIONAL LIBRARY OF CANADA
395 WELLINGTON STREET, ROOM 206
OTTAWA, ONTARIO
K1A 0N4

Chapter 69

NATIONAL MUSEUMS OF CANADA

A. GENERAL INFORMATION

The description of information holdings of the National Museums Corporation is subject to change pending new legislation.

Historical Background

The National Museums of Canada (NMC), a Crown Corporation, was established in 1968 by the *National Museums Act*.

Responsibilities

The purposes of the Corporation, as defined in the Act, are to demonstrate the products of nature and the works of human being, with special but not exclusive reference to Canada, so as to promote interest therein throughout Canada and to disseminate knowledge thereof.

Legislation

- The National Museums Act, 1967-1968, chapter 21, section 1

Organizational Units and their Role

Corporate Management

The *National Museums Act* requires a fourteen member Board of Trustees, which reports to Parliament through the Minister of Communications. The Act and By-law 1 establish the position of Secretary-General who, on behalf of the Board of Trustees, directs and manages the business of the Corporation in all matters that are not, by the Act or by-laws, specifically reserved to the Board, a committee of the Board or a Director of a museum.

Corporate Management consists of the Board of Trustees (and support), the Secretary-General (and support), and the Internal Audit and Program Evaluation Directorate, and Corporate Services.

National Gallery of Canada

The National Gallery of Canada collects, records, preserves, and seeks to understand and communicate collections of objects and related knowledge in the fields of the fine and decorative arts. It includes the Canadian Museum of Contemporary Photography.

The **Director's Office**, the **Comptroller's Branch** and the **Museum Services Branch** provide overall guidance, direction and common services to the programmes and operations of the National Gallery. Included in these common support services are both administrative (financial, personnel, records, etc.) and technical (design, photography, framing, matting and crating) services.

The **Collections and Research Branch** is responsible for the following operational areas: curatorial, registration, restoration and conservation, and a research library, known as the Canadian Visual Arts Research and Study Centre. The Branch develops a record of visual art, historic, modern and contemporary, situates that record within an international cultural context, and maintains documentary records on the condition and cultural and historical origins of the objects collected. Through the Canadian Visual Arts Research and Study Centre, the Branch provides a major study and teaching resource for Canadian and international artists, scholars and students, and interested members of the public.

The **Curatorial and Archives Division** is responsible for holdings of correspondence and archives for research documentation.

The **Photographs Division** is responsible for the collections of photographs as works of art and the records pertaining to this collection.

The **Prints, Drawings and Inuit Art Division** is responsible for the collections of Canadian, American and European prints and drawings, as well as Inuit prints, drawings and sculpture, and the records for these collections.

The **Restoration and Conservation Laboratory** provides specialized conservation treatment for works of art. It examines, inspects, restores and analyzes the status of the present collection; prepares works of art for loan, exhibition, and display in other museums, exhibition centres, government offices and official residences; and prepares examination reports on new acquisitions.

The **Public Programmes Branch** of the National Gallery makes the collections of more than 39 000 works of art and related knowledge accessible to national and international audiences through its displays of the permanent collections and special exhibitions, education services, publications, sales and media relations.

The **Canadian Museum of Contemporary Photography** undertakes a broad range of activities involving contemporary Canadian photographs and photographers. Its activities include acquisition and ordering of photographs, public programmes, travelling exhibitions, loans, publications, educational programmes, special exhibitions and national service.

National Museum of Natural Sciences

The Museum discovers, preserves, seeks to understand, records and communicates objects, specimens and related knowledge of natural history and physical sciences including: botany, zoology, paleobiology, earth sciences and astronomy. The Museum is comprised of six branches;

The **Directorate** provides overall direction, guidance and management of operational and administrative divisions within the Museum.

The **Collections and Research Branch** consists of four divisions (botany, paleobiology, mineral sciences, zoology). It provides a national source of expertise in the natural sciences through a process of discovery, collection, research and preservation of specimens and knowledge. The collections are acquired to serve as a comprehensive reference representing the flora, fauna and geological material that are studied by scientists and the public.

The **Public Programmes Branch** consist of three divisions (exhibits, design and technical operations, education). It prepares exhibitions, and related public education and programming which explain the scientific principles represented in the collections to specialized and general publics in the National Capital Region, as well as nationally and internationally.

The **Museum Services Branch** consists of five divisions (computer, library, security, architecture and planning, publishing). It provides services relating to: computerized information and data communications systems; the preservation of library collections of bibliographic and archival material; the protection of the Museum's collections, staff and visitors; and building and accommodation planning and management. In addition, the Branch provides publishing services for trade and scientific publications.

The **Marketing and Communications Branch** consists of three divisions (marketing, media and communications, development). It develops, cultivates and maintains a network with the media and other sources to communicate effectively, and to market and promote the Museum's profile and image at the regional, national and international level. The Branch also plans stategies which will improve financial contributions in support of the Museum's prioritites and objectives.

The **Comptroller's Branch** consists of three divisions (administration, personnel, finance). It develops and implements management policies, procedures and systems, and provides support services in financial, personnel, matériel management, procurement, and records and mail management areas.

The Canadian Museum of Civilization

The Museum's affairs can be categorized under three functions: to collect, record, preserve and understand the Museum's collection of artifacts, specimens and other historical objects; to communicate information about this collection; and to manage the human and financial resources necessary to develop and make the collections accessible.

The **Director's Office** is responsible for the administration and operation of all divisions within the Canadian Museum of Civilization (CMC) as well as the management of the Museum's role in public programming. Attached to the Office are three senior scientist positions in the fields of archaeology, folk culture and ethnology.

The **Archaeological Survey of Canada** (ASC) is primarily concerned with the recovery, study, preservation and presentation of information and artifacts on the prehistory of Canada. It is also concerned with the excavation of archaeologically important sites threatened with destruction by large construction projects such as roads, dams, airports or harbours. The survey maintains a collection of scientific records, including reports, field records and photographs produced by both staff scientists and contract researchers, which is available to qualified researchers. Artifacts and other archaeological remains are catalogued and conserved on behalf of the people of Canada. The results of the research and collection programmes are disseminated through publications such as the Mercury series, Canadian Studies reports and the popular Canadian Prehistory series, co-published with commercial publishers. In addition, these research programmes provide the basis for exhibitions, fact sheets, films, museum kits and videotapes.

The **Canadian Centre for Folk Culture Studies** (CCFCS) was established to record and study various aspects of folk culture among all ethnocultural groups in Canada, with the exception of native peoples. The Centre conducts a variety of research and collection programmes, both in-house and on contract, which range from the collection and analysis of oral lore to the acquisition and conservation of all aspects of Canadian folk life. It disseminates information through the Mercury series, Canadian Studies reports and Oracle series. The research work of the CCFCS also reaches the public through exhibitions, museum kits, film, videotapes and Canada's Visual History series. In addition, the CCFCS provides professional advice and information to the scientific community and to the public at large on all matters related to Canadian folklore and folk life.

The **Canadian War Museum** is responsible for recording, collecting and preserving material on the military history of Canada, and of the nations that have been her friends and foes. In addition, the Museum undertakes research projects and maintains archival material for further study. The results of its research and collection programmes reach the public via the Mercury series, Canadian Studies reports and a popular series of books published on a variety of military history topics.

The **History Division** is concerned with researching, preserving and presenting to Canadians the social, economic and cultural history of non-aboriginal man since the beginning of European settlement in Canada. The Division has as its goal the collection and conservation of representative artifacts highlighting Canadian material of national interest, representing every region in Canada and all socio-economic groups and time periods in the nation's past. The Division also conducts historical research on material culture in society as a basis for reconstructing portions of Canada's past through exhibition and other media. Publications produced by the Division include occasional monographs in the Mercury series, the periodical called the ***Material History Bulletin***, and various books for the general reader which are often published in co-operation with commercial houses.

The **Canadian Ethnology Service** (CANES) studies the traditional culture of Canadian Indians, Inuit and Métis. Research programmes concerned with general ethnology, linguistics, material culture and ethnohistory are undertaken by both CANES and contract researchers. There is also a research collection of nearly 60 000 artifacts acquired over the last century, which are catalogued and conserved, and can be loaned to approved institutions for exhibition purposes or studied by qualified scholars and students. The scientific results of CANES programmes reach the public through the Mercury series, Canadian Studies reports, fact sheets, films, videotapes, exhibitions, museum kits and Canada's Visual History series.

The activities of the **Education and Cultural Affairs Division** emphasize communication. The products of the research and collection activities are interpreted to the general public across Canada through extension and information programmes. The regional programmes section of this division arranges school visits to the museum's displays and provides public programmes which include films, demonstrations, lectures, theatre performances and an enquiry service.

The **Exhibition Division** co-ordinates CMC's nation-wide extension programme of travelling exhibitions, maintains the permanent display galleries within the museum, and develops temporary exhibitions for the public in the National Capital Region. The Division also maintains a national loans collection of actifacts which can be lent to exhibition centres that cannot meet the environmental requirements for borrowing material from the main museum collections.

The **National Postal Museum** preserves and interprets the heritage of postal communications as they have evolved in Canada, although the Museum's collection is not limited exclusively to national developments. In order to achieve this objective, the National Postal Museum collects, preserves, documents and researches objects constituting this historical collection. The Museum also displays and interprets this collection to as wide a range of Canadians and members of the international public for the purpose of their education and enjoyment.

National Museum of Science and Technology

The National Museum of Science and Technology (NMST) collects, records, preserves, seeks to understand and communicates information on collections of objects and related knowledge in the fields of communications and space, transportation, energy and renewable resources, industrial technology, universe and pure sciences and technology and society. It consists of two interpretive centres: the National Aviation Museum and the Agriculture Museum.

The NMST is responsible for the design, fabrication and maintenance of permanent, special and travelling exhibitions, and public and educational programming including publications and the co-ordination of volunteers.

Manuals

- Collection Policy
- Conservation Policy
- Print Publications Policy
- Public Programming Policy

Additional Information

Requests for further information about the Corporation, its components, and its various programmes and functions may be directed to:

Corporate Services
National Museums of Canada
Centennial Towers, 8th Floor
200 Kent Street
Ottawa, Ontario
K1A 0M8
(613) 954-4250

Public and Media Relations
National Gallery of Canada
380 Sussex Drive
P.O. Box 427, Station A
Ottawa, Ontario
K1N 9N4
(613) 990-1935

Media and Community Relations Division
National Museum of Natural Sciences
4th Floor, 219 Argyle Street
P.O. Box 3443, Station D
Ottawa, Ontario
K1P 6P4
(613) 990-6416

Public Relations and Information Section
Canadian Museum of Civilization
Block 2200, Asticou Centre
P.O. Box 3100, Station B
Hull, Quebec
J8X 4H2
(819) 994-0840

Public Relations and Information Section
National Museum of Science and Technology
2380 Lancaster Road
P.O. Box 9724, Ottawa Terminal
Ottawa, Ontario
K1G 5A3
(613) 991-3046

B. CLASSES OF RECORDS

The description of information holdings for the National Museums Corporation is subject to change pending new legislation.

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to one of the following addresses:

**Access to Information and Privacy Co-ordinator
Assistant Secretary-General,
Corporate Services
National Museums of Canada
Centennial Towers, 8th Floor
200 Kent Street
Ottawa, Ontario
K1A 0M8
(613) 954-4250**

**Access to Information and Privacy Co-ordinator
Deputy Director
National Gallery of Canada
380 Sussex Drive
P.O. Box 427, Station A
Ottawa, Ontario
K1N 9N4
(613) 990-1992**

**Access to Information and Privacy Co-ordinator
Deputy Director
National Museum of Natural Sciences
Victoria Memorial Museum Building
Metcalfe and McLeod Streets
P.O. Box 3443, Station D
Ottawa, Ontario
K1P 6P4
(613) 992-7180**

**Access to Information and Privacy Co-ordinator
Deputy Director
Canadian Museum of Civilization
Block 2200, Asticou Centre
P.O. Box 3100, Station B
Hull, Quebec
J8X 4H2
(613) 953-5796**

**Access to Information and Privacy Co-ordinator
Deputy Director
National Museum of Science and Technology
2380 Lancaster Road
P.O. Box 9724, Ottawa Terminal
Ottawa, Ontario
K1G 5A3
(613) 990-6356**

Reading Room

The Corporation's libraries have been designated, under section 71 of the *Access to Information Act*, as reading rooms where the public may inspect manuals used by employees in administering or carrying out programmes or activities that affect the public. Their addresses are:

NATIONAL MUSEUMS OF CANADA

Headquarters Reference Centre
National Museums of Canada
Centennial Towers, 8th Floor
200 Kent Street
Ottawa, Ontario

Library
National Gallery of Canada
380 Sussex Drive
Ottawa, Ontario

Library
National Museum of Natural Sciences
2086 Walkley Road
Ottawa, Ontario

Library
Canadian Museum of Civilization
Block 1600, Asticou Centre
Hull, Quebec

Library
Canadian War Museum
330 Sussex Drive
Ottawa, Ontario

Library
National Museum of Science and Technology
2380 Lancaster Road
Ottawa, Ontario

Library
National Aviation Museum
Rockliffe Airport
Building 194
Ottawa, Ontario

Classes of Records

NMC/CMS-005
Archaeology
Description: Information on the recovery, study, preservation and presentation of information and artifacts related to Canada's history; also excavation of archaeological sites threatened with destruction by construction projects, roads, dams, airports and harbours. *Topics:* Policy; rescue and urgent ethnology and archaeology; preservation of sites in the Arctic; archaeological digs: Toronto International Airport, Mackenzie Highway Project, Dempster Highway Project, Donovan Site — Hamilton Airport; native burial grounds; rock paintings and petroglyphs; Northern pipelines.

NMC/CMS-010
Exhibitions
Description: Information on the permanent exhibitions for all NMC components, international exhibitions and travelling exhibitions. *Topics:* Policy and general correspondence on exhibitions for all the components; international exhibitions — Tutankhamen, Master Paintings from the Hermitage, USSR, Chinese Exhibition, Transpo '86, Yaroslaw — artifacts; schedules of travelling exhibitions — Journey into Our Heritage.

NMC/CMS-015
Acquisition of Collections
Description: Information and general correspondence on the acquisition of artifacts by purchase, gift, donation and exchange. *Topics:* Policy; authentication; overlap in collections; paintings — National Gallery; collections for the Museum of Natural Sciences, the Museum of Science and Technology, the Canadian Museum of Civilization and the Canadian War Museum — Medals, By-Dyberger Maquette; income tax deductions for gifts and donations.

NMC/CMS-020
Publications
Description: Books and publications originating from scientific research done by various scientists, historians, archaeologists and curators, within NMC components. *Topics:* Policy; general correspondence; involvement of Department of Supply and Services in publications; co-publishing; copyrights; catalogues; specific publications of the different museums.

NMC/CMS-025
Planning and Policy Development
Description: Information on corporate planning and policy development. *Topics:* Federal and provincial cultural policies; planning and policy studies; planning systems; strategic plans; medium term plans; operational plans; policy development by subject; museological research by subject; indemnification.

NMC/CMS-030
Evaluation
Description: Information on evaluation of museum programmes and activities. *Topics:* Policies; plans; individual evaluations.

NMC/CMS-035
Loans
Description: Information on the loan of artifacts to museums across Canada. *Topics:* Policy; controversial material; Fire Fighters' Museum of Nova Scotia; Tate McKenzie; General Murray's Powder Horn; Haida Canoe.

NMC/CMS-040
Board of Trustees
Description: Information relating to the Board of Trustees of the NMC and to Board committees. *Topics:* Personnel; meetings; committees; minutes; briefing papers.

NMC/NGA-085
Operations
Description: Information on the general operations of the National Gallery of Canada. *Topics:* Assessments for the Museums Assistance Programme (formerly consultative committee); special events; postage stamps; movement of works of art.

NMC/NGA-090
Exhibitions, Expositions and Fairs
Description: Information on permanent, travelling and special exhibitions, policy, exhibit planning and proposed exhibitions. *Topics:* Schedules of exhibition programmes; extension services; proposed exhibitions; publicity and advertising; invitations; special exhibitions — Matisse, Jordaens, Poussin, Puvis de Chavannes and Van Wittel.

NMC/NGA-095
Acquisition of Collections
Description: Information on the policy for the acquisition of works of art through purchases, gifts and donations. *Topics:* Gifts proposed, approved and rejected; purchases — paintings, photographs, prints and drawings, sculptures; insurance; major acquisitions — W. Croscup Room, Bernini, Lotto, RCA Diploma Works, Brangwyn

Mural, Borduas Collection, Birks Collection, Crane Collection, Heeramaneck collection.

NMC/NGA-100
Restoration and Conservation Laboratory
Description: Information on the conservation of works of art. *Topics:* Policy; damages to paintings and sculptures.

NMC/NGI-104
Operations
Description: Information on the general operations of the Museum of Contemporary Photography. *Topics:* Special events, movement of photographs.

NMC/NGA-105
Publications
Description: Information on various aspects of publications activities at the National Gallery of Canada. *Topics:* Policy; permanent catalogue project; copyright and reproduction rights; bilingualism in publications; bulletins; journals; Canadian Artists series.

NMC/NGA-110
Photographic Services
Description: Information on the gallery's photographic services; registration; education services; education policy; audio-visual. *Topics:* Technical photography; acquisitions; procedures; colour transparencies.

NMC/NGA-115
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences, ministers' offices. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list.

NMC/NGB-120
Research
Description: Research files on exhibitions the curator has organized. *Topics:* W.W. Alexander; J.E.H. MacDonald; Ontario Society of Artists; Art Museum of Toronto; Canadian Art Club; artists files; art societies; art institutions; art exhibitions; collectors' files. *Retrievability:* These files are located in the office of the Curator of Historic Canadian Art.

NMC/NGB-125
Exhibitions
Description: Information on Ottawa exhibitions, correspondence with lenders and inter-office correspondence dealing with the planning of exhibitions and catalogues. *Topics:* The Young van Dyck Exhibition (1980); Bolognese Drawings Exhibition (1981); Meissen Exhibition; Hiroshima, Drawings by Survivors; Ladders to Heaven; Costakis Exhibition; Esthetiques modernes au Québec; F.H. Varley; Canadian Painting in the Thirties; To Found a National Gallery: The Royal Canadian Academy of Arts 1880-1913. *Retrievability:* These files are located in the European Art and Historic Canadian Art divisions.

NMC/NGB-130
Acquisitions
Description: Information on acquisitions of historic Canadian art, and files on dealers and artists. *Topics:* Preliminary correspondence with artists, collectors and dealers on the acquisition of historic Canadian art by gift and purchase; dealers and artists — David Bolduc, artist, Tony Brown, artist, Jeff Wall, artist. *Retrievability:* The files are located in the Contemporary Art and Historic Canadian Art divisions.

NMC/NGB-135
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences, ministers' offices, *Topics:* Exhibitions — A.Y. Jackson, A.H. Robinson, David Bolduc, Ivan Eyre; loans — Rideau Hall, Prime Minister's residence, ministers' offices (files are located in the Contemporary and Canadian Historic Art divisions); restricted loan list; loans — Canadian works, non-Canadian, European, prints and drawings; list of loans — long-term, government; short-term loans — transportation schedule; monthly report on loans (these files are located in the Registrar's office).

NMC/NGC-140
Exhibitions
Description: Information on permanent, temporary, special, international and travelling exhibitions between 1959 and the present. *Topics:* Offers and suggestions for exhibitions; exhibitions in Canada; in foreign countries; National Gallery involvement in exhibitions organized by other organizations.

NMC/NGC-145
Acquisition of Collections
Description: Information on the acquisition of works of art by purchase, gift and donations; reproductions; offers of works of art that have been accepted and rejected. *Topics:* Correspondence on dealers, donors, collectors and artists; paintings; prints and drawings; sculpture; conservation; requests for information; works of art held by the private sector, other museums and university collections. *Special Access Note:* Files held in the Archives under the Curatorial division are categorized as being acquired prior to 1958, and between 1959 and the present.

NMC/NGC-150
Research
Description: Individual research dossiers for art objects in the collections of the National Gallery (excluding works on paper, prints and drawings and photographs). *Topics:* Canadian paintings, sculpture, decorative arts; Royal Canadian Academy Diploma works; non-Canadian paintings, sculpture, decorative arts; Asian art; and videotapes and films. *Retrievability:* Files are arranged by name of artist. *Special Access Note:* Limited access to the public due to the confidentiality of negotiations, prices, and information on other works in private hands.

NMC/NGC-155
Publications
Description: Information on National Gallery publications for exhibitions and collections during the years before 1958 and between 1959 and the present. *Topics:* Catalogues for National Gallery collections; exhibition catalogues; acquisitions of books and other publications; submissions to outside publications; publications of the National Gallery.

NMC/NGC-160
Loans
Description: Information on loans of National Gallery works of art to government departments and museums, universities and institutions in Canada and abroad; also incoming and outgoing loans on a short or long-term basis and loans from public and private collections. *Topics:*

General correspondence and policy; Canadian loans — approved and rejected; non-Canadian loans — approved and rejected; incoming loans; government departments; international and domestic, by province; war art; for exhibitions — domestic and international.

NMC/NGD-165
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; planning; schedules of exhibition programs; extension services; proposed exhibitions refused; publicity and advertising; invitations to openings; National Gallery of Canada exhibitions — Eugene Atget; David Heath; photographs from the collection.

NMC/NGD-170
Research
Description: Information on the various processes used in photographic reproduction. *Topics:* Computer image processing; *le daguérréotype à Québec;* slide production; photography recipe.

NMC/NGD-175
Acquisition of Collections
Description: Acquisition of works of art through purchase, gifts and donations. *Topics:* Policy; individual file for each donor; purchases.

NMC/NGI-179
Exhibitions and Special Events
Description: Information on travelling and special exhibitions, policy, exhibit planning and proposed exhibitions. *Topics:* Schedules of exhibition programmes; proposed exhibitions; publicity and advertising; invitations; special exhibitions.

NMC/NGD-180
Publications
Description: Information on various aspects of publication activities at the National Gallery of Canada. *Topics:* Policy; permanent catalogue project; copyright and reproduction rights; bulletins; journals.

NMC/NGD-185
Loans
Description: Information on incoming and outgoing loans for exhibition. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list.

NMC/NGD-190
Artists' Files
Description: Information on artists — biographies, exhibitions and places where they have exhibited their works; correspondence. *Topics:* William Henry Fox Talbot; J.J.E. Mayall; Hugh W. Diamond; Henry Pollock.

NMC/NGD-195
Conservation
Description: Information on the conservation of works of art. *Topics:* Policy; requests for restoration services; cursory inspection; damage to photographs.

NMC/NGE-200
Operations
Description: Daily correspondence from Prints and Drawings division. *Topics:* Requests for information; curatorial files.

NMC/NGE-205
Exhibitions
Description: Information on temporary, in-house and travelling exhibitions of prints and drawings. *Topics:* In-house, collection-generated exhibitions — Picasso, Vollard Suite; in-house, outside-generated exhibitions — Bolognese Drawings in North American Collections, 1600-1800; travelling, collection-generated exhibitions — British Masters: 18th and 19th Century English watercolours and drawings from the collection of the National Gallery of Canada; travelling, outside-generated exhibitions — *La Pierre parle.*

NMC/NGI-209
Acquisition of Collections
Descriptions: Information on the policy for the acquisition of photographs through purchases, gifts and donations. *Topics:* Documentation on photographs obtained through purchases, assignments or gifts.

NMC/NGE-210
Acquisitions
Description: Information on the acquisition of prints and drawings through purchases and gifts. *Topics:* Dealers; offers for purchase — gifts; annual acquisition meetings.

NMC/NGE-215
Conservation
Description: Information on the conservation of works of art on paper. *Topics:* Policy and procedure; public requests for conservation; in-house conservation (matting, framing, conservation orders).

NMC/NGE-220
Publications
Description: Information on National Gallery of Canada publications. *Topics:* National Gallery — files on catalogues of permanent collection of prints and drawings and special exhibitions (see Exhibitions, NMC/NGE-205); outside — files on scholarly articles for outside publications.

NMC/NGE-225
Loans
Description: Information on incoming and outgoing, individual and group loans for exhibitions. *Topics:* Loans to other institutions in Canada and abroad; gallery loans from other institutions in Canada and abroad; inter-gallery loans.

NMC/NGF-230
Operations
Description: Information on the general operations of the laboratory. *Topics:* Chemicals; lining techniques; technical studies; insurance; safety; steps used in the preparation of opaque cross-section.

NMC/NGI-234
Publications
Description: Information on various aspects of publication activities at the Canadian Museum of Contemporary Photography. *Topics:* Policy; copyright and reproduction rights; regular newsletter; mailing list.

NMC/NGF-235
Exhibitions
Description: Information on aspects of exhibiting; includes files on various exhibitions held. *Topics:* Lighting for exhibitions in galleries;

exhibitions — Progress in Conservation, Fontainebleau, Pellan, Tanenbaum, El Greco.

NMC/NGF-240
Acquisition of Collections
Description: Examination reports for new acquisitions; also specific files on gifts. *Topics:* Examination reports — Canadian School, European School; Rideau Convent Chapel; Croscup Room; gifts and donations; Heeramaneck Collection; Madame Claude Bertrand.

NMC/NGF-245
Conservation
Description: Information on the conservation and preservation of artifacts, including prevention of deterioration through care and maintenance, suitable physical environment for storage and correct handling and packaging procedures for transportation. *Topics:* Conservation of works of art — National Gallery collection; examinations, inspections, restorations, analysis of pigments, varnish and lacquer; damages to paintings and works of art on loan to Government House; architectural conservation; L'Assemblée nationale du Québec; conservation procedures for sculptures, including the Canadian Phalanx; Guggenheim Museum and Auguste Rodin; paper — deacidification, thermo paper, aging; safety of prints and drawings.

NMC/NGF-250
Paintings and Artists
Description: Information on various artists and paintings. *Topics:* Correspondence; Baldung; Bellotto; Rembrandt; Krieghoff — White Horse Inn by Moonlight; Borduas; Cosgrove.

NMC/NGF-255
Restorers
Description: Notes on restorers; Mrs. Awana Paul.

NMC/NGF-260
Books and Publications
Description: General information on books and publications. *Topics:* Bulletin No. 9; Restoration and Conservation Laboratory Journal.

NMC/NGF-265
Loans
Description: Information on various aspects of loans. *Topics:* Policy; loans to — government offices, Prime Minister's residence, universities, Canadian museums, American museums; inward loans procedure; restricted loans list; restoration of paintings on loan.

NMC/NGF-270
Research
Description: Information on aspects of research and researchers. *Topics:* Mrs. M. Kahr; Rembrandt; John Nieuostraten — The Hague; research on artists.

NMC/NGG-275
Exhibitions
Description: Information on permanent, travelling and special exhibitions, exhibit planning and proposed exhibitions. *Topics:* Charles R. Forrest; Fantin-Latour; Bolognese Drawings; Animals in Bronze; F.H. Varley Retrospective. ***Retrievability:*** Files are located in the public relations, education services, exhibitions department and assistant director, public programmes offices.

NMC/NGI-279
Loans
Description: Information on outgoing loans for exhibitions. *Topics:* Policy; loans approved and rejected to museums and galleries in Canada and internationally.

NMC/NGG-280
Publications
Description: Planning and editorial information on publishing National Gallery catalogues and journals. *Topics:* Annual bulletins; Bolognese Drawings; Comfortable Arts; F.H. Varley Retrospective; Greg Curnoe. ***Retrievability:*** Files are located in the offices of the assistant director, public programmes, and the publications division.

NMC/NGH-285
Operations
Description: Information on the general operations at the National Gallery. *Topics:* Policy; prints and drawings; movement of works of art; corporate sponsorship; curatorial operations.

NMC/NGJ-290 *Formerly identified as:* NMC/NGH-290
Acquisitions
Description: Information on the acquisition of works of art through purchases, gifts and donations. *Topics:* Policy; Croscup Room; Treasury Board of Canada submissions; insurance; damage to paintings.

NMC/NGI-294
Research and Documentation Centre
Description: Information on collection content and the photographers; library. *Topics:* Biographical files; subject card index for photographs in collection; books, periodicals and catalogues relating to photography.

NMC/NGJ-295 *Formerly identified as:* NMC/NGH-295
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; architectural concepts; Ottawa exhibitions; Tanenbaum Exhibitions; Japanese-Canadian exhibitions.

NMC/NGH-300
Publications
Description: Information on various aspects of publication activities at the National Gallery. *Topics:* Policy; bilingual publishing policy; catalogues — exhibitions, photography, printing and typesetting, purchases and sales; discounts; price evaluation; appropriations; distribution lists.

NMC/NGJ-305 *Formerly identified as:* NMC/NGH-305
Loans
Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; approval.

NMC/NSA-310
Acquisitions and Collections
Description: Information on acquisitions through purchases, gifts, donations and exchanges; also on the specific collection of artifacts. *Topics:* Policy and general correspondence; Decoys — W.D. Paul; Reynolds Oligochaete Collection; Duesberry Collection — Duck Decoys; T.H. Manning Collection; Florida Fish — molluscs; Wood Bison.

NATIONAL MUSEUMS OF CANADA

NMC/NSA-315

Exhibitions

Description: Information on permanent in-house exhibits, as well as travelling, special and temporary and international exhibitions; includes exhibit planning, proposed exhibitions and specific information on each. *Topics:* General correspondence; plant life; animal life; birds of Canada; mammals in Canada; International Arctic Oasis; Old Fourlegs; Gemstones Exhibit; Whales — Fragile Giants of the Sea; Minerals and Gemstones; Food from the Sea; Teddy Bear Exhibit; R.E. Phinney Exhibit.

NMC/NSA-320

Loans

Description: Information on incoming and outgoing loans for exhibitions, education and extension. *Topics:* General information; school loans programme.

NMC/NSA-325

Public Programmes and Publications

Description: Information on books and publications generated by scientific research, by scientists and others; excursions and tours. *Topics:* Publications policy and general correspondence; scientific publications; book reviews; Flora of Canada; Handbook on Canadian Mammals; Syllogeus Publications; Natural History Notebook series; Birds of Canada; A Vanished World — Dinosaurs of Western Canada; school tours of exhibits in the Victoria Memorial Museum; whale watching tours.

NMC/NSB-330

Exhibitions

Description: Information on permanent in-house, travelling, special, temporary and international exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; general correspondence.

NMC/NSB-335

Publications

Description: Information on brochures and other publications by museum staff. *Topics:* Biome; brochures; catalogues; neotoma.

NMC/NSB-340

Loans

Description: Information on loans of artifacts to museums across Canada for exhibition. *Topics:* Policy; incoming and outgoing loans of artifacts — for exhibitions and for school education purposes.

NMC/NSC-345

Acquisitions and Collections

Description: Information on the acquisition of artifacts by purchase, gift, donation, exchange or transfer. *Topics:* Policy; general correspondence; gifts and donations; exchanges and transfers; dealers for artifacts; national mineral collection; gemstones; rock collection; other collections.

NMC/NSC-350

Exhibitions

Description: Information on permanent in-house exhibits, as well as travelling, temporary and special exhibitions. *Topics:* Policy; exhibit planning and conservation; artifacts for Earth Hall at the Victoria Memorial Museum (VMM); travelling — Minerals, Metals and Man, museumobiles, Pinch Mineral Collection, artifacts for various displays at mineral shows; special and temporary — birthstones exhibit, VMM lobby exhibits of gems, International Museums Day.

NMC/NSC-355

Loans

Description: Information on loans of outgoing specimens and the director's approval for these transactions. *Topics:* Policy and general correspondence; loan approvals; loans of photographs and slides; identifications of specimens for the general public.

NMC/NSC-360

Publications

Description: Information on manuscripts published in various journals. *Topics:* Publication policy; general correspondence.

NMC/NSC-365

Conservation

Description: General correspondence on conservation methods and related subjects. *Topics:* Policy and general correspondence; specific files by collection or specimen.

NMC/NSD-370

Acquisitions and Collections

Description: Information on the acquisition of collections and artifacts by purchase, gift, donation and exchanges. *Topics:* Policy and general correspondence; tax receipt information for gifts and donations; identifications; specific collections and artifacts by collector's name or name of the artifact; voucher specimens.

NMC/NSD-375

Publications

Description: Publications and books on research by various scientists and curators within the Division. *Topics:* Policy and general correspondence; Syllogeus; book reviews; Freshwater Molluscs; Natural History Notebook series; Publications in Natural Sciences.

NMC/NSD-380

Loans

Description: Information on incoming and outgoing loans of artifacts and specimens to other museums, individuals and educational institutions. *Topics:* Policy and general correspondence; loan forms for specific specimens and artifacts; collection and procedures; voucher specimens.

NMC/NSD-385

Research

Description: Information on research in invertebrate zoology. *Topics:* General correspondence; research and curatorial needs and priorities; northern research questionnaire; museum data bank research reports; taxonomic research in invertebrates; station lists; archives.

NMC/NSD-390

Conservation

Description: Information on the conservation and preservation of specimens through care and maintenance, the provision of a suitable physical environment for storage, and correct handling and packaging procedures for their transportation. *Topics:* Policy and general correspondence; information for invertebrate specimens, both wet and dry.

NMC/NSE-395

Acquisition of Collections

Description: Information on the acquisition of collections through gifts, donations, procurements, purchases and exchanges. *Topics:* Policy; gifts and donations; procurement and purchases; exchanges.

Retrievability: Files are arranged by section (herpetology, ichthyology, mammalogy, ornithology, and ethology).

NMC/NSE-400
Exhibitions
Description: Information on permanent, travelling, special and international exhibitions. *Topics:* Mammal Hall; Bird Hall; Animal Life Hall; Arctic Oasis; International Museums Day, Artica.

NMC/NSE-405
Loans
Description: Information on loans of incoming and outgoing specimens. *Topics:* Policy; loans to be returned; loan approvals (by the director). *Retrievability:* Files are arranged by section (herpetology, ichthyology, mammalogy, ornithology, and ethology). Loans within the vertebrate ethology section refer to slides and photographs.

NMC/NSE-410
Research
Description: Information on various research publications, manuscripts and book reviews. *Topics:* Policy; nature handbook; natural history notebook; individual listing of research publications, manuscripts, referees, book reviews and reprints by author(s).

NMC/NSF-415
Exhibitions
Description: Information on permanent, travelling, special, temporary and international exhibits. *Topics:* General correspondence; permanent — Life Through the Ages; special and temporary — International Museums Day, the Giant Beaver, Fossil Walruses, Fossil Screwpines (Pandanus); travelling — a Dinosaur, A Vanished World; museumobiles.

NMC/NSF-420
Acquisition of Collections
Description: Information on the acquisition of collections through purchases, gifts, donations and exchanges. *Topics:* Policy and general correspondence; Sternberg Library, Grayson Library (gifts and donations); Ely Kish paintings (originals); S. Swibold photographs (originals); B. Baker drawings of dinosaurs (originals); field notebooks, maps, photographs, drawings; dinosaur specimens; pollen and spores; Devonian fish specimens; Tertiary and Quaternary mammal specimens; Arnold Arboretum (Boston, Mass.) exchanges — Cornell University (Ithaca, N.Y.), Ellesmere Island Project, Kew Gardens Project; Canada-China Dinosaur Project; Missouri Botanical Garden. *Retrievability:* Files are arranged by section (paleoherpetology, quarternary zoology, palynology-paleobotany and paleomycology).

NMC/NSF-425
Conservation
Description: Information on the preservation and preparation of specimens. *Topics:* Policy and general correspondence; fossils — by section (paleoherpetology, quaternary zoology, palynology-paleobotany, paleomycology, Devonian fish and tertiary mammals).

NMC/NSF-430
Research
Description: Scientific research files. *Topics:* vertebrates; fossil fungi; fossil plants, pollen and spores; conservation; general correspondence.

NMC/NSF-435
Publications
Description: Publications generated through scientific research. *Topics:* K-TEC Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes; K-TEC II Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes (paleoherpetology); The Whole Fungus (paleomycology and mycology); The Pollen and Spore Reference Collection (palynology); Palynology of Dinosaur Provincial Park (campanian) Alberta; Catalogue of the Pollen and Spore Exchange Collection, NMNS (palynology); Climatic Change in Canada, Numbers 1-5 (related to quaternary); Quaternary Vertebrate Faunas of Canada and Alaska and their Suggested Chronological Sequence.

NMC/NSF-440
Loans
Description: Information on incoming and outgoing short-term and long-term loans of specimens. *Topics:* Specimens for exhibit in museumobiles; Canadian museums and galleries; international loans; Prime Minister's office; federal government offices. *Retrievability:* Files are arranged by name of individual.

NMC/NSG-445
Exhibitions
Description: General information on exhibitions and displays, such as the Hall of Plant Life.

NMC/NSG-450
Acquisition of Collections
Description: Information on the acquisition of collections. *Topics:* Exchanges, donations, gifts; herbarium equipment and supplies; identification requests; annotation of specimens; determination and index; techniques; types; microfilms; fumigation; transaction summaries.

NMC/NSG-455
Research
Description: The research files of each curator in the division — Dr. Brodo and Mr. Wong: lichens; Dr. Poulin: algae; Dr. Ireland: bryophytes; Drs. Argus, Aiken, Haber: vascular plants; Albert Dugal: lists of French, English and Latin names of plants. *Topics:* Dr. Aiken — taxonomy of grasses, aquatic plants, use of computers for key generation; Dr. Argus — taxonomy of Salix, rare and endangered plants of Canada; Dr. Haber — systematics of Pyrola; Dr. Ireland — some common bryophytes of Eastern Canada, moss flora of the maritime provinces, moss flora of arctic North America, endemic mosses of North America, Dicranaceae of Mexico; Dr. Brodo — taxonomy of Lecanora and other general lichens of eastern Canada, lichens of British Columbia, especially of the Queen Charlotte Islands; Mr. Wong — lichens of southern Ontario.

NMC/NSG-460
Publications
Description: Research publications in botany (vascular plants, bryology, lichenology, phycology).

NMC/NSG-465
Loans
Description: Information on loans to other groups, institutions and universities. *Topics:* Loans in; loans out; vascular plants; bryology; lichenology, phycology.

NMC/MCA-470
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; permanent exhibitions; openings; credits; planning and scheduling; international, travelling, special and temporary exhibitions; proposed exhibitions.

NMC/MCA-475
Collections and Acquisitions
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; prints and drawings; collections.

NMC/MCA-480
Conservation
Description: Information on the conservation of artifacts and collections of artifacts to ensure their preservation for future use and research. *Topics:* Crozier collection; Peruvian collection; Inuit prints.

NMC/MCA-485
Research
Description: Research information on artifact collections. *Topics:* Log cabin — arsenic report; Ginsberg report; rock art — petroglyphs; environment and deterioration.

NMC/MCA-490
Publications
Description: Information on research publications, manuscripts and book reviews. *Topics:* Policy; Tenth Anniversary Book; Guidebook — Victoria Memorial Museum; bilingualism in publications; Oracles; book reviews; Canadian Museum of Civilization — National Museum of Natural Sciences brochure; National Museums of Canada tourist brochure.

NMC/MCA-495
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; school loans programme; Pearson Building; Prime Minister's residence; insurance; fine art in leased buildings.

NMC/MCB-500
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; travelling exhibitions; Ethnology Hall; Canada before Cartier — Ontario prehistory; Discovery Train; Inuit Community exhibits; foyer cases; International Museums Day; EXPO '86.

NMC/MCB-505
Collections and Acquisitions
Description: Information on artifacts and the policy for their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy, acquisitions and information on artifacts; casts and replicas; totem and house posts; rock art; petroglyphs; PWNHC repository.

NMC/MCB-510
Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; storage.

NMC/MCB-515
Research
Description: Research on archaeology and artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; foreign research; reports of completed research projects; Northern Oil and Gas Action Plan; underwater archaeology.

NMC/MCB-520
Publications
Description: Research publications and manuscripts; also book reviews and theses. *Topics:* Mercury series; Oracles; Canada's Visual History; gallery guides; popular series; video and film production; Edukits.

NMC/MCB-525
Loans
Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; recovery of loans and collections (by name).

NMC/MCC-530
Exhibitions
Description: Information on permanent, temporary, travelling and special exhibitions. *Topics:* Policy; exhibit planning and proposed exhibitions; Outdoor Museum; Orientation Hall; procedures for implementation; musical instruments.

NMC/MCC-535
Collections and Acquisitions
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; purchase of artifacts by year; offer to museum to purchase; musical instruments; enquiries about artifacts; inventories.

NMC/MCC-540
Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental condition of buildings.

NMC/MCC-545
Research
Description: Information on research on artifacts for the benefit of government and the general public. *Topics:* Policy; research plans and programmes; field notes; culinary anthropology; archives; ethnomusicology; visual anthropology.

NMC/MCC-550
Publications
Description: Research publications, manuscripts, book reviews and theses. *Topics:* Policy; inventories; fact sheets; Canadian Studies reports; Canada's Visual History; Music for Many a Year; Mercury series; Oracle series; Popular series.

NMC/MCC-555
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans to other museums, divisions, and displays; loans from other museum divisions, museums, galleries or individuals.

NMC/MCD-560
Exhibitions
Description: Information on permanent, special and travelling exhibitions. *Topics:* Policy; planning and openings; texts; security; permanent galleries; proposed exhibitions; five history presentations.

NMC/MCD-565
Collections and Acquisitions
Description: Information on artifacts and their acquisition through purchases, gifts and donations, and exchanges. *Topics:* Policy; acquisitions — Army, Navy, Air Force, miscellaneous (tattoo); war art; Cafcap; exchanges of artifacts.

NMC/MCD-570
Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental conditions; research into the best methods of conservation.

NMC/MCD-575
Research
Description: Research on artifacts for the benefit of government and the general public, as well as historical research for the preparation of storylines. *Topics:* Policy; material research.

NMC/MCD-580
Publications
Description: Information on various publications, manuscripts, catalogues. *Topics:* Historical series; Mercury series; Canada's Visual History; exhibition catalogues.

NMC/MCD-585
Loans
Description: Information on incoming and outgoing loans for exhibitions, Armed Forces messes, government buildings, schools, theatrical groups, publishers, other museums, as well as other educational institutions. *Topics:* Policy; loans — in progress, final, rejections; war art.

NMC/MCE-590
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; special exhibition halls during the renovation of the Victoria Memorial Museum building; proposed exhibitions; travelling exhibitions; mobile exhibits; Discovery Train.

NMC/MCE-595
Collections and Acquisitions
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; boundaries of acquisition between the Canadian Museum of Civilization and the Museum of Science and Technology; exchanges of artifacts for exhibitions; rejections of purchases; gifts and donations.

NMC/MCE-600
Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; internships for training; research on deterioration of artifacts due to the poor environmental condition of buildings.

NMC/MCE-605
Research
Description: Research on artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; reports of completed research projects.

NMC/MCE-610
Publications
Description: Research publications, manuscripts, book reviews and theses. *Topics:* Mercury series; Oracles; Urban Biography series; Canada's Visual History; Urban History Review.

NMC/MCE-615
Loans
Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans — in progress, final and rejected; Prime Minister's residence; Parliament Buildings, East Block; Pearson Building and other government buildings.

NMC/MCF-620
Exhibitions
Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; permanent exhibitions at the Victoria Memorial Museum; Orientation Hall; temporary exhibitions; invitations to openings; requests and enquiries.

NMC/MCF-625
Collections and Acquisitions
Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; Potlatch Collection; donations to collections; collections for sale; Cowan Collection and the C.C.I.; documentation of the Canadian Ethnology Service collections.

NMC/MCF-630
Conservation
Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on deterioration of artifacts due to poor environmental conditions of buildings.

NMC/MCF-635
Research
Description: Research on artifacts for the benefit of government and the general public. *Topics:* Policy; unsolicited proposals; Canadian register of research and researchers in the social sciences; staff research programme — five year projection.

NMC/MCF-640
Publications
Description: Research publications and manuscripts, as well as book reviews and theses. *Topics:* Permission to publish; Mercury series; Oracle series; Popular series; Activity series; Indian Art; Canadian Studies report; Canada's Visual History; Odyssey series; Facsimile series; Jenness Tribal series.

NMC/MCF-645

Loans

Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Requests for loans; lists of forthcoming loans; approvals or rejections; loan to Cape Mudge — rattles.

NMC/MCH-650

Exhibitions

Description: Information on permanent, travelling, special and temporary exhibitions. *Topics:* Policy; exhibit planning; insurance; publicity; films, texts, labels; Brockville documents; proposed exhibitions.

NMC/MCH-655

Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; cookbooks; the Curatorial Package.

NMC/MCH-660

Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Research policy.

NMC/MCG-665

Research

Description: Research on artifacts for the benefit of government and the general public. *Topics:* Research policy.

NMC/MCG-670

Publications

Description: Research publications and manuscripts, as well as book reviews and theses. *Topics:* Policy; Canadian War Museum publications; Activity series; Mercury series; copyright policy; Odyssey series; Pitseloak publications; scientific publications; guide books; brochures; Vis-à-vis; popular publications; Canadian Studies report; the Victoria Memorial Museum Building Map; Colouring Book; Teacher's Guide; Who We Are, What We Do; Oracles; Visual History; Across Canada.

NMC/MCH-675

Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; condition reports; insurance; loans.

NMC/MCI-676

Exhibitions (New)

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions.

NMC/MCI-677

Collections and Acquisitions (New)

Description: Information on artifacts and their acquisition through purchases, donations, exchanges and as gifts. *Topics:* Artifacts used in postal communications and in stamp production, e.g. uniforms, mail processing equipment, scales and balances, post office counter equipment, forms and ledgers, novelty items with postal theme, architectural components, personal writing implements.

NMC/MCI-678

Research (New)

Description: Research on artifacts or the collection of artifacts as well as historical research for the preparation of exhibition storylines, educational programming and publications. *Topics:* Postal communications and stamp production.

NMC/MCI-679

Loans (New)

Description: Information on incoming and outgoing loans for exhibitions, public buildings, heritage organizations and institutions, publishers, and other museums. *Topics:* Loan of objects used in postal communications and stamp production (for details on objects see NMC/MCI-677).

NMC/STB-680

Exhibitions

Description: Information on permanent in-house, travelling, special and international exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; agriculture; aviation and space; industrial technology.

NMC/STA-685

Acquisition of Collections

Description: Information on each individual artifact and its acquisition by purchase, gift, donation and exchanges. *Topics:* Policy; correspondence; agriculture; astronomy; Aeronautical Collection; aviation and space; communications; fire engineering; ground transportation; industrial technology; marine technology; forestry technology; photographic technology.

NMC/STA-690

Conservation

Description: Information on the conservation and preservation of artifacts, prevention of their deterioration through care and maintenance, provision of a suitable physical environment for storage, and control of correct handling and packaging procedures for their transportation. *Topics:* Agriculture; aviation and space; ground transportation; industrial technology; marine technology.

NMC/STB-695

Loans

Description: Information on incoming and outgoing loans for exhibitions; also loans to government offices, the Prime Minister's residence and for special events. *Topics:* Agriculture; aviation and space; communications; fire engineering; ground transportation; industrial technology; arine technology.

NATIONAL MUSEUMS OF CANADA

(NMC)

CORPORATE MANAGEMENT AND CORPORATE SERVICES

(CMS)

005 Archaeology
010 Exhibitions
015 Acquisition of Collections
020 Publications
025 Planning and Policy Development
030 Evaluation
035 Loans
040 Board of Trustees

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
ASSISTANT SECRETARY-GENERAL,
CORPORATE SERVICES
NATIONAL MUSEUMS OF CANADA
CENTENNIAL TOWERS, 8th FLOOR
200 KENT STREET
OTTAWA, ONTARIO
K1A 0M8

NATIONAL MUSEUMS OF CANADA

NATIONAL GALLERY OF CANADA

DIRECTOR'S OFFICE (NGA)

085 Operations
090 Exhibitions, Expositions, and Fairs
095 Acquisition of Collections
100 Restoration and Conservation Laboratory
105 Publications
110 Photographic Services
115 Loans

COLLECTIONS AND RESEARCH DIVISION (NGB)

120 Research
125 Exhibitions
130 Acquisitions
135 Loans

CURATORIAL AND ARCHIVES (NGC)

140 Exhibitions
145 Acquisition of Collections
150 Research
155 Publications
160 Loans

PHOTOGRAPHS (NGD)

165 Exhibitions
170 Research
175 Acquisition of Collections
180 Publications
185 Loans
190 Artists' Files
195 Conservation

PRINTS, DRAWINGS AND INUIT ART (NGE)

200 Operations
205 Exhibitions
210 Acquisitions
215 Conservation
220 Publications
225 Loans

RESTORATION AND CONSERVATION LABORATORY (NGF)

230 Operations
235 Exhibitions
240 Acquisition of Collections
245 Conservation
250 Paintings and Artists
255 Restorers
260 Books and Publications
265 Loans
270 Research

NATIONAL MUSEUMS OF CANADA

PUBLIC PROGRAMMES
(NGG)

275 Exhibitions
280 Publications

COMPTROLLER
(NGH)

285 Operations
300 Publications

CANADIAN MUSEUM OF CONTEMPORARY PHOTOGRAPHY
(NGI)

104 Operations
179 Exhibitions and Special Events
209 Acquisition of Collections
234 Publications
279 Loans
294 Research and Documentation Centre

MUSEUM SERVICES
(NGJ)

290 Acquisitions
295 Exhibitions
305 Loans

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPUTY DIRECTOR
NATIONAL GALLERY OF CANADA
380 SUSSEX DRIVE
P.O. BOX 427, STATION A,
OTTAWA, ONTARIO
K1N 9N4

NATIONAL MUSEUMS OF CANADA

NATIONAL MUSEUM OF NATURAL SCIENCES

DIRECTORATE (NSA)

310 Acquisitions and Collections
315 Exhibitions
320 Loans
325 Public Programmes and Publications

PUBLIC PROGRAMMES BRANCH (NSB)

330 Exhibitions
335 Publications
340 Loans

MINERAL SCIENCES DIVISION (NSC)

345 Acquisitions and Collections
350 Exhibitions
355 Loans
360 Publications
365 Conservation

INVERTEBRATE ZOOLOGY DIVISION (NSD)

370 Acquisitions and Collections
375 Publications
380 Loans
385 Research
390 Conservation

VERTEBRATE ZOOLOGY DIVISION (NSE)

395 Acquisition of Collections
400 Exhibitions
405 Loans
410 Research

PALEOBIOLOGY DIVISION (NSF)

415 Exhibitions
420 Acquisition of Collections
425 Conservation
430 Research
435 Publications
440 Loans

BOTANY DIVISION (NSG)

445 Exhibitions
450 Acquisition of Collections
455 Research
460 Publications
465 Loans

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPUTY DIRECTOR
NATIONAL MUSEUM OF
NATURAL SCIENCES
VICTORIA MEMORIAL MUSEUM BUILDING
METCALFE AND McLEOD STREETS
P.O. BOX 3443, STATION D
OTTAWA, ONTARIO
KIP 6P4

NATIONAL MUSEUMS OF CANADA

CANADIAN MUSEUM OF CIVILIZATION

DIRECTOR'S OFFICE (MCA)

470 Exhibitions
475 Collections and Acquisitions
480 Conservation
485 Research
490 Publications
495 Loans

ARCHAEOLOGICAL SURVEY OF CANADA (MCB)

500 Exhibitions
505 Collections and Acquisitions
510 Conservation
515 Research
520 Publications
525 Loans

CANADIAN CENTRE FOR FOLK CULTURE STUDIES (MCC)

530 Exhibitions
535 Collections and Acquisitions
540 Conservation
545 Research
550 Publications
555 Loans

CANADIAN WAR MUSEUM (MCD)

560 Exhibitions
565 Collections and Acquisitions
570 Conservation
575 Research
580 Publications
585 Loans

HISTORY DIVISION (MCE)

590 Exhibitions
595 Collections and Acquisitions
600 Conservation
605 Research
610 Publications
615 Loans

CANADIAN ETHNOLOGY SERVICE (MCF)

620 Exhibitions
625 Collections and Acquisitions
630 Conservation
635 Research
640 Publications
645 Loans

NATIONAL MUSEUMS OF CANADA

EDUCATION AND CULTURAL AFFAIRS DIVISION
(MCG)

650 Exhibitions
655 Collections and Acquisitions
660 Conservation
665 Research
670 Publications
675 Loans

EXHIBITIONS DIVISION
(MCH)

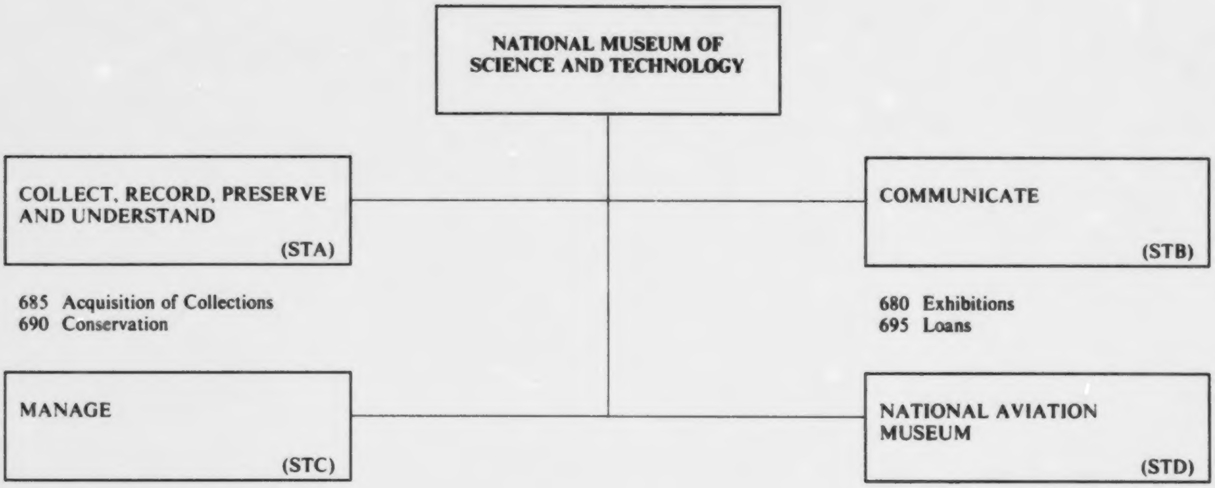
650 Exhibitions
655 Collections and Acquisitions
660 Conservation
675 Loans

NATIONAL POSTAL MUSEUM
(MCI)

676 Exhibitions
677 Collections and Acquisitions
678 Research
679 Loans

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPUTY DIRECTOR
CANADIAN MUSEUM OF CIVILIZATION
BLOCK 2200, ASTICOU CENTRE
P.O. BOX 3100, STATION B
HULL, QUEBEC
J8X 4H2

NATIONAL MUSEUMS OF CANADA


NATIONAL MUSEUM OF SCIENCE AND TECHNOLOGY
COLLECT, RECORD, PRESERVE AND UNDERSTAND
(STA)
685 Acquisition of Collections
690 Conservation
COMMUNICATE
(STB)
680 Exhibitions
695 Loans
MANAGE
(STC)
NATIONAL AVIATION MUSEUM
(STD)

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPUTY DIRECTOR
NATIONAL MUSEUM OF SCIENCE AND
TECHNOLOGY
2380 LANCASTER ROAD
P.O. BOX 9724, OTTAWA TERMINAL
OTTAWA, ONTARIO
K1G 5A3

Chapter 70

NATIONAL PAROLE BOARD

A. GENERAL INFORMATION

Historical Background

The National Parole Board, part of the Criminal Justice system, was created by the *Parole Act* in 1959.

Responsibilities

The Board has exclusive jurisdiction to grant or refuse parole or a temporary absence without escort and to revoke or terminate parole or release on mandatory supervision. The Board also has the authority to order the detention of inmates past their presumptive date of release on mandatory supervision in certain circumstances. In provinces without a Provincial Parole Board, the Board exercises jurisdiction in respect of inmates under a sentence of imprisonment imposed pursuant to an Act of Parliament but detained in provincial institutions. The Board conducts inquiries and makes recommendations in respect of applications for pardon under the *Criminal Records Act*, and makes any investigation or inquiry desired by the Solicitor General in respect of requests made for the exercise of the Royal Prerogative of Mercy.

Legislation

- Criminal Code
- Criminal Records Act
- Parole Act and Regulations
- Penitentiary Act
- Prison and Reformatories Act

Organizational Units and their Role

Chairman and Vice Chairman

The Chairman is the Chief Executive Officer, responsible for all National Parole Board matters. Reporting directly to the Chairman are the Vice Chairman; the Senior Board Members in the Board's regional offices in Moncton, Montreal, Kingston, Saskatoon, and Abbotsford; the Legal Services Unit; the Executive Director; the Executive Secretary; and the Director General, Policy, Planning and Research.

Executive Director

The Executive Director is the Chief Operating Officer of the Board, responsible for the orderly management of Board activities and resources in direct support of the decision-making operations of the Board. Reporting directly to the Executive Director are the Regional Directors of the Board's regional offices, who are responsible for the administration of decision support activities of the Regional Office; Financial and Administrative Services; Human Resources Services; and the Clemency and Pardons Division, which processes applications under the *Criminal Records Act* and the Royal Prerogative of Mercy.

Executive Secretary

The Chairman's secretariat is responsible for public information programs, media relations, the training and development for Commissioners, Access to Information and Privacy Unit, the Special Case Inquiry Unit, the Appeals Unit and the Correspondence Unit.

Director General of Policy, Planning and Research

The Director General is responsible for the development of the Board's policies, planning and research with regard to policies and programs. Reporting directly to the Director General are: the Director, Evaluation, Audit and Statistics Unit; the Director, Operational Policy Unit; the Director, Research and Strategic Planning Unit; and the Director, Information Systems and Services.

Manuals

- Administrative Agreement between the National Parole Board and the Correctional Service of Canada
- Criminal Records Procedures Manual
- Policy and Procedures Manual
- Treasury Board Interim Policy Guide on Access to Information and Privacy

Additional Information

Requests for further information about the Board and its various programs and functions may be directed to:

Public Information Programs and Media Relations
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
(613) 995-1308

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
(613) 995-1308

NATIONAL PAROLE BOARD

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of the institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The addresses are:

Headquarters
Ground Floor
340 Laurier Avenue West
Ottawa, Ontario

Atlantic Region
Terminal Plaza Building
4th Floor, 1222 Main Street
Moncton, New Brunswick

Quebec Region
Guy Favreau Complex
West Tower, 2nd Floor
200 René Lévesque Boulevard West
Montreal, Quebec

Ontario Region
86 Clarence Street
Kingston, Ontario

Prairie Region
6th Floor, Churchill Building
229 Fourth Avenue South
Saskatoon, Saskatchewan

Pacific Region
Room 305, 32315 South Fraser Way
Abbotsford, British Columbia

Classes of Records

The following classes of records are common to each division of the National Parole Board.

NPB/NPB-005
Operations — General
Description: Information on the general operations of criminal justice correctional matters. *Topics:* Criminal records; incarcerations; offences; inmate management; rehabilitation; research and statistics.

NPB/NPB-010
Clemency — General
Description: General information related to clemency. *Topics:* Legal matters; statistics.

NPB/NPB-015
Clemency — Criminal Records Act
Description: Information on inquiries and investigations in response to requests for pardon under the *Criminal Records Act*. *Topics:* Eligibility; hearings and submissions; inquiries; investigations; notifications.

NPB/NPB-020
Clemency — Royal Prerogative of Mercy
Description: Information on inquiries and investigations in connection with any request made for the exercise of the Royal Prerogative of Mercy. *Topics:* Inquiries; investigations; amnesty; submissions.

NPB/NPB-025
Parole — General
Description: Information on the release of offenders on parole, mandatory supervision and temporary absences. *Topics:* Agreements and exchanges; delegation of authority; inquiries; legal matters; parole boards and systems; quality control; statistics; research and evaluation.

NPB/NPB-030
Parole — Eligibility
Description: Information on the eligibility of inmates to be released on day parole, full parole or temporary absence. *Topics:* Parole eligibility after revocation or termination; day parole; temporary absences.

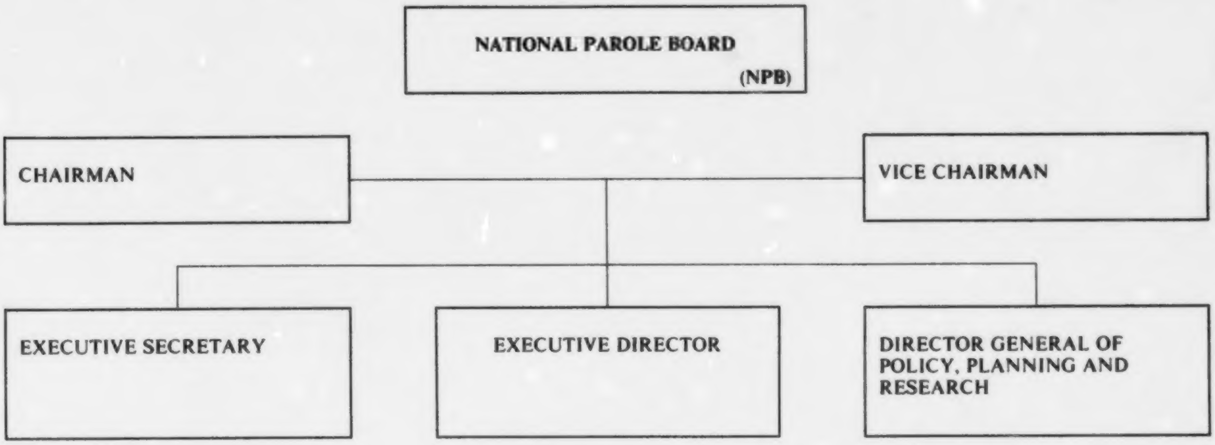
NPB/NPB-035
Parole — Release and Release Programs
Description: Information on aspects of the release of offenders on parole, day parole or temporary absences, as well as terms and conditions of parole. *Topics:* Day parole; deportation; programs and projects — general, special, release; temporary absences; terms and conditions.

NPB/NPB-040
Parole — Reviews
Description: Information on the parole decision-making stage. It includes panel hearings or parole reviews to decide whether or not to grant parole or day parole and, if either is granted, the date from which it is to be effective. *Topics:* Board reasons — federal and provincial cases; parole by exception; case preparation; hearings; internal reviews; voting; evaluation; reaccreditation of remission.

NPB/NPB-045
Parole Supervision — Violations
Description: Information on the supervision and violation of parole, mandatory supervision, apprehension of the released inmate and recommittal. *Topics:* Apprehension and recommittal; forfeiture; mandatory supervision; revocation; supervision; supervision by after-care agencies; Community Residential Centres (CRCs) and Community Correctional Centres (CCCs); suspension; termination; detention past release date.

NPB/NPB-050
Access to Information and Privacy Activities and Policies (New)
Description : Information on National Parole Board policies and procedures regarding the *Access to Information Act* and the *Privacy Act*. *Topics:* Policy, procedures and report files; access to information and privacy information bank files; updates to the Access Register and Personal Information Index; liaison with other government departments; policies and procedures governing access to and release of information and the application of exemptions; statistics and activity reports.

NATIONAL PAROLE BOARD



005 Operations — General
010 Clemency — General
015 Clemency — Criminal Records Act
020 Clemency — Royal Prerogative of Mercy
025 Parole — General
030 Parole — Eligibility
035 Parole — Release and Release Programs
040 Parole — Reviews
045 Parole Supervision — Violations
050 Access to Information and
Privacy Activities and Policies

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NATIONAL PAROLE BOARD
340 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0R1

Chapter 71

NATIONAL RESEARCH COUNCIL CANADA

A. GENERAL INFORMATION

Historical Background

The National Research Council of Canada (NRC) is a departmental Crown corporation created by the *National Research Council Act*, 1966-67.

Responsibilities

The Council is responsible for creating and acquiring scientific, engineering and technical knowledge and information, and for promoting and providing for their use in meeting Canadian needs for economic, regional and social development. It combines extensive laboratory work with innovative programs to support industry, to transfer technology, and to spread technical information.

Legislation

- National Research Council Act

Organizational Units and their Role

Executive Offices

The President is the Chief Executive Officer of the National Research Council and has supervision over and direction of the work of the Council. The President is assisted by the Executive Vice-President and the vice-presidents responsible for the science and engineering laboratories and institutes, informatics, marketing, technology transfer, external relations, and personnel and administrative services.

Included in the Executive Offices are the Council Secretariat, Comptroller, Management Services and Financial Services. Responsibility rests with these areas to provide administrative services to the governing council and committees of Council, as well as for parliamentary and ministerial services, corporate planning, policy formulation, financial management, program evaluation, legal services, internal and external audit, affirmative action, official languages, access to information and privacy legislation, Canadian Human Rights legislation, and archives.

Science and Engineering Laboratories and Institutes

The **Atlantic Research Laboratory** performs research and development mainly in the marine sciences and in industrial materials and processes. The marine-related research includes studies of the biology and biochemistry of organisms, particularly marine plants, and the development of marine analytical chemistry methodologies and standards. Research and development on materials and processes focus primarily on the development and use of specialized ceramics in industry.

Based on its research, the **Division of Biological Sciences** works with many firms to further technology development and transfer to industry. The **Carbohydrate Laboratory** deals with carbohydrate antigens, vaccines and diagnostics for human and veterinary pathogens, and with microbiological and enzymatic conversions of, or to, useful products related to carbohydrates. The **Medical Biosciences Laboratory** studies socially and commercially significant problems of abnormal physiology at the whole-animal, cellular, and molecular levels. **The Protein Laboratory** is involved in studies of the properties, design, and modification of proteins to obtain proteins with novel, industrially important functions.

The **Biotechnology Research Institute** conducts basic and applied research in biochemical engineering, genetic engineering, protein engineering and cell fusion and immunology. A major part of this research is done in collaboration with industry, universities and other research institutes. The Institute's facilities include a 1500 square meter pilot plant with several fermentation units ranging from 1 to 1500 litres. The Institute also serves as an incubator for biotechnology-based business.

The **Division of Chemistry** undertakes research on materials, processes, methods, devices and techniques which relate to the present and projected scientific and technological needs of the country. By developing and maintaining expertise, equipment and facilities in the more important areas of the chemical sciences, the Chemistry Division is able to assist industry in finding solutions to some of its current problems. The Division is presently organized into three laboratories: the Laboratory for Advanced Material Science, the Laboratory for Chemical and Process Technologies and the Laboratory for Molecular Science.

The **Division of Electrical Engineering** undertakes a broad spectrum of work from basic research and the acquisition of engineering knowledge to applied research and development. The Division's work can be grouped into the following technological areas: industrial technology, computer technology and intelligent systems, electromagnetic and power engineering, and biomedical engineering. Current research activities include sensor-based robotics, 3D vision systems, integrated optics, multiprocessor computer architectures, knowledge-based systems, precision electrical measurements, electrical insulation, electromagnetic interference, aids for handicapped persons, and biological effects of non-ionizing radiation. The Division serves a broad clientele of manufacturers, electrical utilities, health care institutions and other government agencies by providing information, technology transfer, calibrations and testing relevant to the expertise and facilities available. Associated with the Division are the Canadian Institute of Industrial Technology in Winnipeg and the NRC Public Security Program. The former provides facilities in which NRC researchers can work with industrial partners on applying technology to industrial problems. The latter provides a focal point for NRC R & D activities related to public safety and security, and maintains liaison with the Canadian law enforcement community.

The current objectives of the **Herzberg Institute of Astrophysics** emphasize leadership and the operation of national scientific facilities in the research fields related to these facilities. The disciplines supported in this way include astrophysics, solar system physics, molecular spectroscopy and high-energy physics. The facilities are open on a competitive basis to all Canadian researchers and to foreign scientists as well.

NATIONAL RESEARCH COUNCIL CANADA

The **Industrial Materials Research Institute** is responsible for major research and development projects in the industrial and manufacturing sectors in Canada. Research activities focus primarily on: plastic materials and their polymeric composites, with respect to their properties, forming and performance; metallic materials, with respect to their forming, behavior within fatigue, wear and corrosion, as well as assembly; coatings; state of the art ceramics; metallic powders; plasma projection and process control systems; non-destructive evaluation of materials; as well as CIMP for materials forming. A major part of these projects is done in collaboration with industry, universities and other research institutes.

The **Institute for Marine Dynamics** in St. John's, Newfoundland conducts research into the requirements and opportunities for development of powered and unpowered vessels and structures in ice, waves, wind and current conditions, at rest and in motion, on and under the surface, in ice-affected and open waters, and at model and full scale. The Institute's facilities include the world's largest "ice tank" or arctic vessel research lab and computer facilities for analysis of test results. It also has research staff with specialized training and experience in a variety of disciplines relevant to the Institute's research programs.

The **Division of Mechanical Engineering** provides a unique resource in mechanical science and technology. The program responds to problems in industrial development, design and construction of vehicles and propulsion systems, energy flexibility, and maintenance of standards. Research projects are usually carried out in close co-operation with industry, universities, other government agencies, and other NRC Divisions. Research areas are: computer technology, manufacturing technology, machinery and vehicle dynamics, propulsion technology, industrial thermodynamics, and coastal and offshore engineering. The Division's target objectives include computer modelling of engineering systems; artificial intelligence methodology in support of industrial technology and transportation; provision of design and manufacturing services to NRC; improvements to machines and vehicles by dynamic and tribological investigations; improvements to propulsion systems by combustion studies; development and maintenance of standards and specifications for testing and handling of petroleum products; heat and mass transfer and fluid flow in industrial machinery and processes; production and use of heat cycle equipment and thermal systems; investigation of climatic effects on industrial equipment; development of shoreline protection; and advancement of the understanding of hydrodynamic processes. The program also includes maintenance and operation of diverse national facilities, identification and exploitation of commercial opportunities of research results, and interdivisional co-operation to support emerging technologies.

The **National Aeronautical Establishment** (NAE) pursues research and development objectives in support of the Canadian aerospace community. Its five laboratories are Low Speed, High Speed, Unsteady Aerodynamics, Aerospace Structures and Materials, and Flight Research. It also has expertise in industrial aerodynamics and wind energy conversion. NAE maintains a number of national facilities including various sizes of wind tunnels, specially-equipped research aircraft, and structural test equipment which may be used on a commercial-fee-for-service basis as well as for research and development projects.

The **Division of Physics** focuses on the field of metrology, the application of high technology to industry, and basic physics research. It acts as the National Standards Laboratory for Canada, disseminating, maintaining, and improving the basic standards of measurement. It also maintains a number of derived standards, including those for ionizing radiation, acoustics, colour, and pressure. These primary measurement standards are multiply connected to Canada's industrial and scientific primary standards.

The **Plant Biotechnology Institute** carries out research to find new exploitable methods for genetic alteration of plants and for biochemical control of plant development in agriculture, forest tree production, medicinal products, and industrial processes. The cell and molecular biology of higher plants are the basis for genetic engineering projects. Collaboration with other research organizations is actively promoted and sought by the Institute.

The **Space Division** consolidates all space-related activites carried out by the NRC, including the Space Science, Canadian Astronaut and Space Station Programs. The Division participates in national and international space programs through the provision of major facilities and space instruments, and through the design, development, construction, testing, operation and utilization of the Mobile Servicing System. This division will be transferred to the Canadian Space Agency when the statute creating the Agency passes into law.

Marketing

The Assistant Vice-president (Marketing) is directly responsible for the Marketing Program which provides the NRC with services to facilitate its relationships with its various clientele.

The **Marketing Services** group assists NRC divisions and programs to plan for and to obtain research and development contract services with external clients and to encourage stronger working relationships between NRC, collaborative laboratories and clients (both private and public sector).

The **Strategic Studies** group (previously known as Industry Policy Analysis of the Industry Development Office) carries out long-range studies related to client needs and technology trends, and provides analytical services for evaluating the benefits and impacts of NRC services within the economy in general and for clients in particular.

The objectives of the **Division of Informatics** are to undertake, assist and promote the development and application of advanced informatics technology and services. The Division accomplishes these tasks by the provision of computing services to the NRC, the National Library and other government agencies for whom these services are appropriate. The Division also provides telecommunications services to the NRC, including the design, implementation and maintenance of an NRC-wide computer communications network. It co-ordinates and supports informatics-related activities within the NRC and manages and supports the NRC contributions to national research computer networks, and to the needs of govrernment departments regarding the safety and reliability of complex software.

Technology Transfer

The Vice-President (Technology Transfer) has overall responsibility for the Canada Institute for Scientific and Technical Information (CISTI), the Industry Development Office (IDO) of which the Industrial Research Assistance Program (IRAP) is a major part, the Institute for Research in Construction (IRC), and the NRC's Research Journals. Other principal functions of the Vice-President in this area involve increasing the awareness of the NRC's role as Canada's national scientific and technological institution.

The **Institute For Research in Construction** provides a research and information service to the construction industry with the goal of assisting that industry to operate efficiently and successfully in an era of rapidly changing technology and social demands. Its research activities focus on issues related to the design, construction, and performance of buildings and structures in Canada's climate and geography. This includes research on the properties and durability of building materials, the design and performance of the building envelope, climate loads, geotechnical considerations, sound insulation and acoustics, building systems and services, and matters related to fire safety. Research projects are undertaken in response to industry's identified needs and may be funded in whole or in part by industry.

The **Canadian Construction Research Board** was established by the National Research Council to act as the Management Board for the Institute for Research in Construction and to encourage construction in Canada. The Canadian Construction Research Board is the first Management Board for an NRC laboratory and has the following mandate; to contribute to the fullest economic expression of the construction industry; to develop policy and establish priorities with respect to the allocation of resources on behalf of the Institute for Research in Construction; to seek the co-operation and support of other government agencies; to ensure the establishment and maintenance of a technology support network for the construction industry; to assist the construction industry in identifying areas of technological need; to advise the President of NRC and through him, the Council, on the appropriate course of action arising from the above recommendations on construction problems of national importance.

The Board has 22 members (18 members plus 4 federal government members) broadly representing the construction industry in Canada by region, language, sector and other characteristics. Members are appointed by Council on recommendation of the Board. The Board conducts its activities through sanding committees, task forces, etc. Two standing committees have been established to date: a Standing Committee on Research and a Standing Committee on Networking. A major activity of the Board will be the co-ordination of research in the construction industry across Canada. A second major activity of the Board will be to establish and maintain a network of provincial chapters, as well as other networks.

The **Canada Institute for Scientific and Technical Information** (CISTI) is Canada's focal point for the storage and retrieval of scientific and technical knowledge. It is designed to provide information services to the scientific, engineering and medical communities in industry, business and government. The information is derived from millions of items contained in an outstanding facility, computer data banks from library, a computer that holds data from Canada, the United States and other world locations, and highly qualified staff within both CISTI and the laboratories of the Council. Its many specialized services include a personalized current awareness service; two on-line databases systems giving instant access to scientific and technical information — CAN/OLE for bibliographic references and CAN/SND for factual/numeric data; health sciences resource centre, which provides nationwide access to Medlars — the U.S. National Library of Medicine databases in medicine and toxicology; a document loan and photocopying service; and a scientific and technical reference service.

The **Industry Development Office** (IDO) provides formal programs and channels for interaction between government and university laboratories, specialized technology centres and industrial firms. Its major element is the Industrial Research Assistance Program (IRAP), which aims to increase economic growth in Canada by encouraging research and development and by increasing the use of appropriate technology. Various federal government departments, provincial research organizations, universities, colleges and consulting organizations collaborate with the IRAP office to complement and enhance federal/provincial resources and to enable IRAP services to be effectively delivered across Canada.

The **Research Journals Service** publishes primary journals of research in various disciplines as a service to the scientific and engineering communities in Canada. The journals contain original reports of research written by scientists in Canada and abroad.

External Relations

External Relations consists of International Relations, and Public Relations and Information Services. It is responsible for international affairs, relations on provincial matters and economic and regional development agreements. It responds to a wide range of enquiries on the NRC's role, objectives, programs and achievements, and advises on the implementation of communication activities in specific areas. It is also in charge of relations with the Natural Sciences and Engineering Research Council and negotiations involving external facilities.

Personnel and Administrative Services

Personnel and Administrative Services consists of the Personnel Branch, and the Administrative Services and Property Management Branch. It is responsible for security, safety and health, the complete personnel function, central administrative services, and the provision of facilities maintenance and general services.

Manuals

- Administration and Services Manual (ASM)
- Canada Labour Code Directives
- CAN/OLE Database Manual
- CAN/OLE User's Manual
- CAN/SDI Profile Design Manual
- CAN/SND User's Manual
- Financial Management Manual (FMM)
- Interlibrary Loan Code
- IRAP Brochure
- Library Telecommunications Code
- Personnel Administration Manual (PAM)
- Standard Operating Policies and Procedures (SOPP)

Additional Information

Requests for additional information about the NRC may be directed to:

Executive Manager
Public Relations and Information Services
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario
K1A 0R6
(613) 993-9101

CISTI

The Canada Institute for Scientific and Technical Information (CISTI) is Canada's focal point for the storage and retrieval of scientific and technical knowledge. Additional information about CISTI's many specialized services can be obtained from:

Canada Institute for Scientific and Technical Information
National Research Council
Building M-55
Montreal Road
Ottawa, Ontario
K1A 0S2
(613) 993-1600

NATIONAL RESEARCH COUNCIL CANADA

Automatic Answering Service
English: (613) 993-2441
French: (613) 993-2528

Regional Contacts

Scientific and technical advice, assistance and information to the Canadian manufacturing industry and the small business community in particular are provided by the Field Advisory Service staff of the Industry Development Office (IDO). Located across Canada and staffed by scientists and engineers, these offices have access to all the resources, services and expert advice of the NRC, other government laboratories and a network of specialized centres. Information on locations, names and telephone numbers of regional contacts is available from:

National Research Council of Canada
Building M-55, Room 269D
Montreal Road
Ottawa, Ontario
K1A 0R6
(613) 993-3431

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario
K1A 0R6

Reading Room

The Canada Institute for Scientific and Technical Information (CISTI) and its branches have been designated under section 71 of the *Access to Information Act* as locations where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The addresses of these reading rooms may be obtained by contacting the Institute at: Building M-55, Montreal Road, Ottawa, Ontario, K1A 0S2, (613) 993-1600.

Classes of Records

NRC/EXE-005
President's Office
Description: Information on visits, lectures, gifts, interviews; correspondence with the Minister; outside enquiries on selection of staff; correspondence and minutes on board memberships. *Topics:* General administration; committee memberships.

NRC/EXE-010
Council Secretariat
Description: Documents on council membership, meetings and agenda; review and advisory committees of council; divisional advisory boards; follow-up of council decisions; and correspondence with the Minister's Office, the Privy Council Office, Members of Parliament and the Senate Committee on Science Policy. Information on legal advice, associate committees and archival material. *Topics:* General administration; National Research Council committees; history and archives; legal services; associate committees; Official Languages, Access to Information and Privacy; Canadian Human Rights Legislation; and affirmative action.

NRC/EXE-015
Executive Vice-President
Description: Working papers, memoranda and correspondence with federal and provincial government departments, universities and industry on research policy and planning as it concerns the mandate of the National Research Council. Information on financial administration, management services, patents, audits, and technology co-ordination and assessments. *Topics:* Research policy and planning; memoranda to Cabinet and decisions; audits.

NRC/EXR-020
Public Relations and Information Services
Description: Information on general public information programs at the NRC. *Topics:* General administration; responses to enquiries from the media and general public; tours and visits, conferences and seminars; NRC publications, displays and exhibits; films and audio-visual material; graphics; photography; NRC open house.

NRC/EXR-025
International Affairs
Description: Information on visits to and from outside organizations, both within Canada and abroad; passport procurements for NRC staff; responses to requests for financial assistance; correspondence regarding international scientific exchanges. *Topics:* Administration; finance; committees; international scientific exchanges; countries.

NRC/ARL-030
Director's Office
Description: Director's working files include material on the activities of projects, such as research and development and project planning; travel and conference files; NRC committees (e.g., Committee of Directors). *Topics:* General correspondence and files on research and development as it pertains to research projects; files by subject interest, e.g., ceramics, aquaculture; general correspondence from various divisions within the NRC, by division; working files; forward planning.

NRC/ARL-035
Administration
Description: Correspondence, memoranda, requests, minutes, and technical reports. *Topics:* Plant engineering; requests (analyses, chemicals and cultures, scientific information); scientific societies and institutes; committees (health and safety, scientific committees); Aquaculture Research Station files (basically engineering and maintenance); unpublished manuscripts; financial services; and personnel files.

NATIONAL RESEARCH COUNCIL CANADA

NRC/ARL-040

Analytical Chemistry

Description: Information on scientific investigations and analyses and the management of the Marine Analytical Chemistry Standards Program and other analytical methods and services, including distribution of reference materials and reports. *Topics:* Research and development contracts; publications; mass spectral data.

NRC/ARL-045

Marine Biosciences

Description: Research files of published and unpublished data, reprints and information relating to research on structure, taxonomy, genetics, biosynthesis, membrane components and marine natural products. *Topics:* General correspondence; seminars; chemicals and equipment; algal metabolites; hydrocarbons; fatty acids; sterols; carotenoids; isoprenoids; aromatics; toxins; drugs; cyclic peptides; tetrapyrroles; biosynthesis; 13C nuclear magnetic resonance (NMR) spectroscopy; mass spectrometry; chromatography; synthetic techniques; chemotaxis; electron microscopy; molecular genetics.

NRC/ARL-050

Biological Chemistry

Description: Correspondence, research files, reprints and information relating to research on (a) biological role and chemistry of silicon; (b) development and application of nuclear magnetic resonance techniques to solution of biological and chemical problems; (c) microbiology; and (d) the isolation, identification and ecology of fungi. *Topics:* Biomineralization role of silicon in living organisms; biogenic silica; culture of diatoms; chemical studies of natural products; nuclear magnetic resonance (NMR): biological and chemical applications; biosynthetic studies; infra-red spectral data; taxonomy and ecology of soil fungi; production and isolation of fungal toxins; structure determinations; toxicity of fungal metabolites.

NRC/ARL-055

Industrial Materials and Processes

Description: Working files in areas of metallurgical chemistry, coal and ceramics. *Topics:* Correspondence; minutes and proceedings of meetings; research agreements or contracts; technical reports; and bibliographic material on metallurgical chemistry, coal and ceramics.

NRC/ARL-060

Microbiology

Description: Correspondence and working papers on microbiology; working files on isolation, identification and ecology of fungi. *Topics:* taxonomy and ecology of soil fungi; production and isolation of fungal toxins; structure determinations; toxicity of fungal metabolites.

NRC/BSC-065

Administration

Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, studies in industrial microbiology, travel and seminar information. *Topics:* General correspondence; policy; visits; technical enquiries; administration and operation; technical support — e.g., supplies and equipment, and safety committee.

NRC/BSC-070

Cellular Oncology

Description: Information on control of cell proliferation and cellular factors responsible for the onset of cancer.

NRC/BSC-075

Animal Care and Research

Description: Information on the basic care and health of research animals and on immunological research in relation to animals. *Topics:* General correspondence and policy on animal care and research.

NRC/BSC-080

Microbiology

Description: Information on microbiology as well as research related to the production of fuels and feed stock from biomass (especially cellulose) and the storage of fruit and vegetables. *Topics:* General correspondence; fermentation processes and products; microbial physiology and metabolism; enzymology; transport phenomena; cell division; continuous culture; araerobis; immobilized cells and enzymes; culture collection; cellulosics; bioreactors; energy; methane; alcohol; liquid fuels; fruit and vegetable storage.

NRC/BSC-085

Bioinformatics (and Simulation)

Description: Correspondence and laboratory notebooks containing information on statistical analysis and mathematical modelling. *Topics:* Biomathematics; statistics; computer modelling; deconvolution.

NRC/BSC-090

Cell Biophysics

Description: Information on research activities in cellulose biosynthesis, methanogenic bacteria, macromolecules and biophysics generally. *Topics:* Biophysics; macromolecules; methanogenic bacteria; microfibrils; cellulose biosynthesis; electron microscopy.

NRC/BSC-095

Ecotoxicology

Description: Information on the mechanisms of action of toxic organometals at the tissue, cellular and subcellular levels and the movement of toxic chemicals through environmental pathways. *Topics:* Toxicity of organometals; environmental contaminants.

NRC/BSC-096

Genetic Engineering of Proteins (New)

Description: DNA synthesis and expression in all systems. *Topics:* Protein engineering; protein folding; antibodies.

NRC/BSC-100

Animal Physiology

Description: Information on the neural and hormonal control of energy balance in mammals. *Topics:* Energy balance in mammals; obesity; brown adipose tissue.

NRC/BSC-110

Immunochemistry

Description: Information on immunology and immunochemistry. *Topics:* Antigens; antibodies; pathogenic bacteria; hybridomas; diagnostics; vaccines.

NRC/BSC-115

Protein Biochemistry and Spectroscopy

Description: Information on studies on the structure, interaction and dynamics of biologically active proteins. *Topics:* Enzymes; enzyme-substrate interaction; proteins; enzyme catalysis; Raman spectroscopy; fluorescence spectroscopy; circular dichroic spectroscopy.

NATIONAL RESEARCH COUNCIL CANADA

NRC/BSC-120
Molecular Physiology
Description: Information on research involving the use of NMR imaging and spectroscopy and physiological techniques in studying biomedical problems. *Topics:* Structure and metabolism in whole organs *in vivo*; cell membranes; metabolism; NMR spectroscopy.

NRC/BSC-125
Molecular Genetics
Description: Correspondence and memoranda relating to recombinant DNA, yeast genetics and protein sequencing. *Topics:* Genetic engineering; recombinant DNA; gene expression; protein secretion; enzyme production.

NRC/BSC-130
Protein Crystallography
Description: Information on crystal structures, X-ray analyses and protein work. *Topics:* X-ray crystallography; crystallographic computing. *Storage Media:* Computer printouts and X-ray films.

NRC/BRI-135
Administration
Description: Correspondence and documents on the operation of the Institute, such as project planning and reports, space, policy planning, program forecasts, travel, seminars, finance. *Topics:* General correspondence, policies, visits, seminars, staffing, training programs, administration and operation of the Institute, finances, budgets, research and development studies, supplies, divisional project management system, equipment, building.

NRC/BRI-136
Operations
Description: Correspondence and documents on the operation of individual laboratories. *Topics:* General correspondence; agreements; tests; projects and sub-projects; contributions; research and development contracts; programs; seminars; guest workers; students; publications; patents; conferences.

NRC/DSP-140
Administration
Description: Information, correspondence, memoranda and reports, related to project planning, program forecasts, international co-operation and the overall operation of the Space Division. *Topics:* Policy; general correspondence enquiries; administration and operation of the Division; visits; lectures; papers and talks; publicity; divisional project management system; finance and personnel policy; agreements and memoranda of understanding; co-operation and liaison with associations, international organizations and countries; public relations; licences and permits; security; seminars; committees.

NRC/DSP-144
Space Research Operations Office
Description: Information on the management of the Space Science, User Development and Canadian Astronaut Programs — international and national agreements and all technical research and development within the programs. *Topics:* Policy and agreements, finance, shuttle operational flights, astronaut program general correspondence, speaking engagements, equipment, training, technical definitions, engineering studies, satellite projects, space science evaluation and planning group, CANOPUS, Data Analysis Network, Energetic Ion Mass Spectrometer, Viking UV Imager, Waves in Space Plasma/High Frequency; Wide Angle Michelson Doppler Imaging Interferometer.

NRC/DSP-154
Space Station Projects Office
Description: Information on the management of Canadian participation in the Space Station Program; the provision of the Mobile Servicing System, including international and national agreements and all technical research and development within the Space Station Program. *Topics:* Configuration management, equipment — Space Station Studies, Space Construction and Servicing Systems, simulation, simulation facility tests and integration, remote sensor development, solar arrays — technology, NASA working groups, panel meetings and document reviews, regional development and technology exploration.

NRC/DCH-165
Administration
Description: Correspondence, memoranda and reports relating to the operation of the laboratory sections, the provision of scientific as well as assistance to business, the general public and other agencies. *Topics:* General files — correspondence, technical enquiries, visits, lectures, seminars, publications, inventions; tests for outsiders; research.

NRC/DCH-170
Analytical Chemistry
Description: General correspondence; organic and inorganic analysis; trace analysis; marine analytical chemistry; marine certified reference materials; emission spectroscopy; X-ray fluorescence and diffraction; atomic absorption spectroscopy; organic and inorganic mass spectroscopy; inductively coupled plasma emission and mass spectroscopy; analysis of high-purity metals and semiconductor materials. *Topics:* General correspondence; trace analysis — X-ray; atomic absorption; organic and mass spectrometry; inductively coupled plasma analysis.

NRC/DCH-175
Chemical Engineering
Description: Reports, correspondence and memoranda on membrane separation processes, agglomeration of fine particles, particle size enlargement, beneficiation of coal, the upgrading of ores, and the application of relevant technologies to industrial problems. *Topics:* General correspondence; reverse osmosis; ultrafiltration; polymer development; recovery of coal fines; fluid-particle technology; emulsions; combustion of coal-water mixtures; combustion of coal agglomerates.

NRC/DCH-185
Colloid and Clathrate Chemistry
Description: Memoranda, reports, general enquiries and requests from industry on separation problems; colloids; particles. *Topics:* General correspondence; spherical agglomeration; oil sands bitumen separation; dielectric properties; NMR; clathrate hydrates.

NRC/DCH-190
Advanced Polymers and Composites
Description: General correspondence, memoranda and reports on polymer synthesis, characterization and durability, fiber-resin, composites and plastics. *Topics:* General correspondence; highly-branched polymers; rheology; silicon backbone polymers; high-temperature stable thermoplastics; polymer photo-stabilization;

NMR; catalytic complexes; morphology; high-strength organic and ceramic fibers.

NRC/DCH-195
Free Radical Chemistry
Description: General correspondence, memoranda and reports on the autoxidation of liquid hydrocarbons and the efficacy of anti-oxidants. *Topics:* Hydrocarbon research; free radicals; chain reactions in the liquid phase; reaction-rate constants; ESR spectroscopy; the chemistry of free radicals in solution; Vitamin E.

NRC/DCH-200
Molecular Materials
Description: Correspondence, memoranda and reports on chemisorption, catalysis, ESR spectroscopy and air pollution problems. *Topics:* General correspondence; hydrocarbon research; free radicals; ozone layer; photochemical smog; electron paramagnetic resonance; heterogeneous catalysis; fluorine-containing radicals; carbonyl compounds; metal vapor chemistry; cryochemistry; laser ablation.

NRC/DCH-205
Laser Chemistry
Description: General correspondence, memoranda, and reports relating to laser applications and isotope separation. A significant portion of this information is contained in laboratory notebooks. *Topics:* General correspondence; industrial contracts; laser isotope separation; uses of lasers in industry; metal atom reactions; quantum optics and intense laser-atom interactions.

NRC/DCH-210
Metallic Corrosion and Oxidation
Description: Correspondence, memoranda and reports on metallic corrosion and oxidation, and replies to general and specific requests for assistance from industry and government on these subjects. *Topics:* General correspondence; corrosion of metals; formation of oxides on metals; electrochemistry; electron microscopy; surface film characterization.

NRC/DCH-215
Molecular Spectroscopy
Description: Correspondence and memoranda relating to research and requests for information on vibrational spectroscopy, techniques and computer programs. *Topics:* General correspondence; infra-red spectroscopy; Raman spectroscopy; Fourier transform infra-red spectroscopy; membranes.

NRC/DCH-220
Organic Chemistry
Description: Correspondence concerning the general administration of research activities, chemical synthesis, scientific collaboration and the publication of scientific reports. *Topics:* Carbene chemistry; free radical chemistry; organometallic chemistry; thermochemistry; kinetics; synthesis; deuterium labelling; steroids and alkaloids.

NRC/DCH-225
Photochemistry and Kinetics
Description: Correspondence, memoranda and reports on gas-phase kinetics; reactions of atoms, radicals and other transient species. This class of records is no longer active. *Topics:* General correspondence; research on mass spectroscopy; photochemistry; photophysics; infrared chemiluminescience; laser isotope separation.

NRC/DCH-230
Reaction Intermediates
Description: Correspondence, reports and memoranda relating to transient species, laser techniques and luminescent materials. A substantial amount of this information is contained in laboratory notebooks and journal publications. *Topics:* General correspondence; properties of reaction intermediates; laser techniques; fluorescence and phosphorescence; structure-function relationships; radiationless transitions; vibronic coupling; molecular physics.

NRC/DCH-235
Solid-State Chemistry — Metals and Semiconductors
Description: Correspondence and memoranda on metals, alloys, etc., their properties and characterization techniques. *Topics:* General correspondence; magnetism; metals and alloys; electrons in metals; amorphous metals; hydrides; thermodynamics.

NRC/DCH-245
Computational Chemistry
Description: Correspondence, memoranda and reports relating to the above research activities. This class of records is not longer active. *Topics:* General correspondence; dynamics of liquids and solids; biomathematics; molecular physics; condensation phenomena; resonance Raman scattering.

NRC/DEE-265
Research Result
Description: This is the output of the Division and occurs in the form of Divisional reports, external publications, correspondence, designs and patents. *Topics:* Sensor-based robotics; robot vision; robot task planning; mobile robot for health-care applications; multiprocessor system architectures; 3D vision system; interpretation of 3D images; integrated optic sensors; applied artificial intelligence; knowledge-based systems; intelligent advisor systems; expert systems; industrial automation; precision instrumentation and standards associated with the Canadian electrical power industry; HV solid dielectrics; electromagnetic interference and compatibility; testing and simulation relating to the effects of nuclear electromagnetic pulse; technical aids for handicapped persons; habilitation/rehabilitation engineering; measurement and effects of non-ionizing radiation including ultrasound, orthopaedic engineering, public safety and security.

NRC/HIA-335
Administration
Description: Correspondence and memoranda pertaining to policies, contracts, contributions, special projects, program forecasts and other administrative matters as they apply to the operation of each laboratory section. *Topics:* Administration; general correspondence; enquiries; visits; lectures; talks and papers; review of manuscripts and theses for outsiders; seminars and colloquia; unsolicited suggestions and ideas submitted to HIA; exhibits and displays; research — general; miscellaneous work done for outsiders.

NRC/HIA-340
Radio Astronomy
Description: Correspondence, memoranda and working papers connected to the topics listed below. *Topics:* Policy; correspondence; 46-metre telescope; interstellar molecules; long baseline interferometry; solar radio noise; joint solar observing programs; solar maximum year; visits to ARO; long-range planning; meals and board;

instrumentation; application for observing time; data processing; Ottawa River Solar Observatory.

NRC/HIA-341

Radio Astronomy (Dominion Radio Astrophysical Observatory)

Description: Correspondence, memoranda and astronomical data. The latter are stored on computer printouts, magnetic tapes and computer disks. *Topics:* General correspondence; operation and administration of the national facility; observing proposals; research concerning the interstellar medium; various other topics in radio astronomy; design and construction of radio telescopes; aperture synthesis techniques.

NRC/HIA-345

Distinguished Research Scientist

Description: Information in these files pertains to the Distinguished Research Scientist Section; they also contain general correspondence on molecular spectroscopy.

NRC/HIA-350

Dominion Astrophysical Observatory

Description: Data and general correspondence on astronomy related to observations and research on various stars and galaxies, design, testing and construction of various instruments, optics and sites. *Storage Media:* Photographic plates, computer printouts, magnetic tapes and disks, publications and reprints.

NRC/HIA-355

Planetary Sciences

Description: Correspondence and memoranda related to the topics listed below. *Topics:* Policy; general correspondence; auroral research; meteor research; rocket research; non-meteoritic sightings; auroral radar; upper atmosphere research data; astronomy and aeronomy; infra-red airglow research; thermal plasmas in the ionosphere; plasma studies in the magnetosphere; eclipse effects in the ionosphere; theoretical modelling of geomagnetic pulsations; experiments for shuttle spacelab.

NRC/HIA-360

Radio Astronomy (Algonquin Radio Observatory, Lake Traverse, Ontario)

Description: Correspondence, memoranda and radio maps. *Topics:* General correspondence; operation and administration; fires and fire protection.

NRC/HIA-365

Solar-Terrestrial Physics

Description: Information on basic research in solar-terrestrial physics. *Topics:* General correspondence; auroral processes; Birkeland currents; cosmic rays; ionosphere; magnetosphere; space plasmas; McKay Street Cosmic Ray Laboratory.

NRC/HIA-370

Spectroscopy

Description: General correspondence and information related to spectroscopic research. *Topics:* Policy; infra-red spectra of polyatomic molecules; electronic spectra; vibrations in polyatomic molecules; spectra of molecular ions; laser-Stark and laser-Zeeman methods scanning infra-red lasers; use of double resonance and two-photon spectroscopy.

NRC/IMR-380

Administration

Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, research and development on industrial materials, travel and seminar information, replies to technical enquiries, and records on technical support — i.e., supplies and equipment, safety committee. *Topics:* Administration; liaison (with associations, industries, foreign countries, universities, federal departments, and provinces); Government Industrial Assistance Programs; finance; budget; operations-general; projects and project evaluations; tests; and technology.

NRC/IMD-385

Marine Transportation Technology

Description: Administration and operational files; general technical correspondence; working and correspondence files containing technical and administrative details of research programs, participation in societies, associations, conferences and interdepartmental government committees and working groups; raw data from model tests and full scale trials; technical reports on internal research projects or work done for external clients. *Topics:* Administration — policy, general correspondence, visits, lectures, exhibits; conferences and seminars; co-operation and liaison (with other government departments, universities, associations, clubs and societies, and foreign countries); buildings and properties; equipment and supplies; finance and personnel. Operational — policy, general correspondence; research and development (general, for industry and for government); ships, including icebreakers, ferries, fishing vessels, naval vessels; offshore structures; ice properties; computer modelling.

NRC/DME-390

Administration, Research, Testing

Description: Information and correspondence on the operation of the individual sections and their interactions with each other, private sector clients and other government departments; the planning, controlling and reporting of projects and programs; and the forecasting and use of financial, physical and human resources. *Topics:* Policy; general correspondence; enquiries; administration and operations of DME laboratories; visits, lectures, papers and talks; review of manuscripts and theses of staff; articles for publication; seminars; laboratory orders; firms offering testing, shop work, manufacturing assistance and facilities; exhibits and displays; inventions submitted; newsletters; photographs and publicity; pollution — general correspondence; museums; monuments; divisional project management system; finance policy; general finance correspondence; equipment and supplies by sections; research by subject; research collaboration with industry; tests.

NRC/DME-395

Systems Laboratory

Description: Information on the technology of computer modelling and simulation: facility development, hardware, software, methods and applications. Correspondence, memoranda and reports on the industrial and medical applications of automatic control and human factor studies information on computer modelling and simulation, distributed control and data highway development, communication characteristics of the human operator and collaborative studies with universities and government departments. *Topics:* General correspondence; technical enquiries; laboratory operation; digital and hybrid computing; trip reports by staff; research projects; manufacturing; ground transportation policy; technical enquiries;

orthopedic and prosthetic appliances; heat exchange for brain cooling; specific control problems on copper refining; applications of fluid amplifiers; pattern recognition; effect of microwave radiation on birds; controlled wound healing; freeze-drying units; spinal cord cooling and monitoring; Transport Canada plate load test equipment; consultation with ND Directorate on support vehicles; Queen's University — interdisciplinary collaboration.

NRC/DME-400

Engine Laboratory

Description: Correspondence, memoranda and reports related to research on air cushion technology; energy-conserving automotive power plants and fuels; aerodynamics and heat transfer in the cooling of internal combustion engines; bearing design and operation; vibration prediction measurement techniques; gas turbine engines; aerodynamic theory and performance of turbo and reciprocating machinery; acoustics of machinery. *Topics:* Policy; general correspondence; enquiries; administration and operations; reports and publications; compressor design and performance of centrifugal compressor; engines — internal combustion; Vertical Take-Off and Landing (VTOL) fan-in-wing; VTOL propulsion tunnel; ceramic foam material; hybrid power plant system for automotive vehicles; air cushion hoverbed geriatric bed; icing research; fan testing rig investigations; rotor dynamics; hydrostatic bearings aeroacoustics; tests for outsiders; AGARD-PEP panel; Associate Committee on Propulsion.

NRC/DME-405

Fuels, Lubricants and Associated Products

Description: Information on the section's administration, research and development work, committee correspondence, miscellaneous enquiries and test work. *Topics:* Policy; general correspondence; enquiries; operations and administration; pollution — air, water; unconventional automotive fuel; publications; static charging of distillate fuels; work done for other divisions; diesel hydraulic propulsion unit; combustion and propulsion; bearing life of rotating electrical components; detection of explosives; tribology research; storage test of petroleum products; fuels and lubricants; re-refined oil; tests for outsiders; research and development — air, land and sea; related to laboratory interactions with DND; petroleum product standards; diesel emissions; constant velocity transmissions; regenerative power train; advanced structural materials; diesel engine health monitoring.

NRC/DME-410

Engineering Gas Dynamics and Plasma Dynamics

Description: Correspondence and reports related to the laboratory's internal research and co-operative programs with industry in the project areas of combustion, turbines, fans and compressors, internal aerodynamics, high pressure water jet technology, heat transfer, test facilities, experimental and theoretical plasma dynamics, numerical methods in plasma dynamics, and the application of fluid and plasma dynamics to industrial processes. *Topics:* Policy; general correspondence; general enquiries; administration; radio isotopes; liaison with universities; reports and publications; large compressor plants; high temperature by means of shock waves; flow losses in ducts and bends; air bearing applications; synthetic gas facility; altitude facility; Gas Turbine Locomotive Project; fuels and oil-quality reports; high pressure ratio turbine stages; water jet cutting; VTOL propulsion tunnel — Vertical Take-off and Landing (VTOL) research; combustion research; flaw detection in hot steel billets; thermo spraying; pump test facilities; tests for outsiders; industrial research and development; loan and disposal of equipment to outsiders; computational fluid dynamics.

NRC/DME-415

Hydraulics

Description: Correspondence and memoranda on research studies pertaining to coastal and offshore engineering problems, including ocean energy. Raw data are kept in notebooks or on graphs and magnetic tapes (e.g., model tests); analyzed data are recorded in laboratory reports or files. *Topics:* Policy; general correspondence; enquiries; administration; computer-related correspondence; Computer Data Acquisition System (GEDAP); development of porous breakwater; pollution study — Ottawa River Hydraulic Laboratory; St. Lawrence Waterway Project — heat and ice studies; Sept-Îles Numerical Model Study; studies of Rideau River at Mooney's Bay; wave climate studies; wave forces; ice; motion of floating structures; ocean energy; Technical Advisory Committee — Beaufort Sea Artificial Island; tests for outsiders; pumps, turbines and flowmeter testing; Arctic exploration platforms in waves; Ocean Ranger semi-submersible drilling rig; three-dimensional short-crested wave generation; segmented wave generator development; carbamide and EG/AD/S model ice development; structures in ice testing; ACROSES; Associate Committee on Research on Shoreline Erosion and Sedimentation; various harbour agitation and breakwater stability tests; hybrid tidal modelling — St. Lawrence River, Senegal River, Bay of Fundy; research and development of hydro-dynamic processes of waves, tides, currents, ice, sedimentation.

NRC/DME-420

Low Temperature Laboratory

Description: Information on research related to engineering problems resulting from low temperature, snow and ice, primarily in the transportation field; also on test projects carried out for, or in collaboration with, industry, other government departments, and foreign government agencies. *Topics:* Policy; general correspondence; enquiries; operation and organization; research on icing of fishing vessels; icing protection helicopters; general aircraft icing problems; icing protection of instruments and controls; icing of ground structures; investigation of absorption refrigeration systems; research on cold starting of engines, icing detectors, railway and track switch protection, cold weather problems; heat pipes and two-phase heat transfer; snow removal methods and problems, thermal refrigeration cycles, adhesion and removal of ice substrates, heat pumps, and sea ice dynamics; tests for outsiders — in cold chamber, in high-speed icing wind tunnel, in low-speed icing wind tunnel, in heat pump psychrometric calorimeter, in helicopter spray rig; research and development; refrigeration plant.

NRC/DME-425

Designing and Manufacturing Technology

Description: Correspondence, reports and memoranda relating to information on the design of scientific and laboratory equipment, manufacturing methods and statistical information on machinery capabilities. *Topics:* Policy; general correspondence; enquiries; organization and administration; electrochemical machining; work orders; railway investigation — warning lights, roller test rig; machine work for outsiders; other design engineering; reinforced plastics technology; electron beam welding; laser beam welding; numerically controlled machine tools; electro-chemical machining, electrical discharge machining; steel heat treatment; precision gear design and manufacture; research and development — general correspondence; advanced material applications development; advanced manufacturing systems; design engineering; high pressure water jet applications development; laser applications development.

NRC/DME-426

Vehicle Dynamics Laboratory

Description: Correspondence, memoranda, reports and test work statements on the main areas of responsibility of the laboratory. *Topics:* Policy; general correspondence; enquiries; organization and administration; Committee on Train Dynamics and Lading Damage; development of tools to facilitate vascular orthopedic and plastic surgery; orthotic and prosthetic devices; development of aids for handicapped persons; gravity wave instrumentation; environment recording systems; pressure gauge calibrations; altimeters and airspeed; track simulator drive; rail car studies; railway computer modelling; VIA RDC Modernization Program; centre sill cracking in rotary dump iron ore cars; testing of subway cars; highway vehicle studies; vehicle suspension dynamics; vehicle structure dynamics; compliance testing of vehicles; mechanical system stability; rail/road — wheel interaction; strain survey.

NRC/DME-430

Tribology, Computerized Design and Manufacturing, and Mechanical Technologies

Description: Correspondence, memoranda and reports relating to research and development on the wear of materials (mainly in machinery), rails, wheels and bearings; computerized manufacturing; and small-scale agricultural and logging equipment. *Topics:* General administration; policy; correspondence; enquiries; administration and operations; visits; lectures; papers and talks; manuscript review by staff; articles for publication; seminars; workshops; inventions; photographs and publicity; research files; tribology; materials; instrumentation; numerically controlled machines; manufacturing processes; mechanics and machine design; appropriate technology; research and development for outsiders.

NRC/DPH-440

Condensed Matter Theory

Topics: Quantum Hall effect; superconductivity; organic superconductors; density-functional theory of plasmas, metals and liquid metals; amorphous silicon; point-contact spectroscopy of metals; pair potentials in transition metals; dielectric function of the electron gas; ice.

NRC/DPH-445

Surface and Interface Physics

Topics: Transient electron and lattice dynamics in semiconductors; optical non-linear interactions at solids and surfaces; laser damage; quantized Hall effect and magneto-transport; magnons and phonons in mixed crystals; light scattering from surfaces; Raman spectroscopy of surfaces; ion and electron interactions with surfaces; solar thermal absorption.

NRC/DPH-450

Electronic Structure and Calorimetry

Topics: Calorimetry and electronic structure of pure metals; electronic structure of dilute alloys; electronic structure of intermetallic compounds and ordered alloys; effects of hydrostatic pressure on electronic structure of metals.

NRC/DPH-455

Molecular Beam Epitaxy

Topics: Molecular Beam Epitaxy equipment for the growth of III-V compounds and Group IV/Metals; superlattices; quantum wells; optical devices; X-ray mirrors; abrupt junctions; photoluminescence, Hall effect and other characterization techniques.

NRC/DPH-460

Microfabrication

Description: Records contain information on research programs related to surface science and ultra-high vacuum, in particular, physical properties of surfaces, lanthanum hexaboride (as an electron emitter), microfabrication of electronic thin film devices. Some of this information is contained in laboratory notebooks. *Topics:* Policy; general correspondence; major projects on surface science; surface physics; and ultra- high vacuum.

NRC/DPH-461

Quantum Electronics

Description: Records contain information on research projects related to quantum electronics and laser technology, and their relations to line width, optical memories and optical spectroscopy, and liquid helium production. *Topics:* Helium liquifier device; quantum electronics.

NRC/NAE-465

Management

Description: The files contain material related to the orderly management of all programs and projects in the Establishment, contracts and agreements relating to external commitments, correspondence with national and international clients, and material pertaining to NAE involvement in organizations devoted to the aeronautical sciences. *Topics:* Administration — general correspondence, personnel, procurement, national and international agreements and contracts, publications, technical enquiries, programs and projects, planning, conferences, laboratory operations, policy, aircraft accidents, publicity and inventions, security, AGARD, CAARC; research; tests and work done for outsiders.

NRC/NAE-470

Flight Research

Description: Information on design, operation and maintenance of fleet aircraft; research and agreements with other agencies; records of projects. *Topics:* (Active): Aircraft policy, general correspondence; airborne detection; advanced navigation systems; aeromagnetics; agriculture and forestry flying; CO_2 measurement program; aerial spraying research; flight data recorder playback facility operations; speech research; flight dynamics/flight mechanics research; support for space program; advanced control systems; atmospheric research. (Inactive): Cloud physics and arctic haze; crash position indicator, air cushion vehicle research; atmospheric turbulence, infra-red techniques for resource survey; hail suppression; VTOL/STOL projects; lighter-than-air vehicles.

NRC/NAE-475

High Speed Aerodynamics

Description: Files on internal research projects and incoming contracts that contain documentary material, both technical and contractual, that govern the work done under them. *Topics:* (Active): Policy; general correspondence; travel; conferences; equipment; Canadian sounding rockets; flow field survey about cones at supersonic speeds; five-foot blow-down wind tunnel; two-dimensional augmentor wing study in a five-foot wind tunnel; flutter analysis and stores clearance; wings and bodies in transonic flow; computational fluid dynamics; three-dimensional interaction; wind tunnel testing techniques; advanced airfoil development; mechanical high lift systems; viscous flow drag reduction.

NRC/NAE-480

Low Speed Aerodynamics

Description: Information on contracts and agreements with external military and civil agencies; individual projects; management matters, meetings and conferences. *Topics:* (Active): General correspondence; internal research projects; wind engineering; wind turbines; energy research and development; vehicle aerodynamics; aircraft aerodynamics.

NRC/NAE-490

Structures and Materials

Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences. *Topics:* (Active): Policy; general correspondence; flight loads, fatigue; durability and damage tolerance; acoustic excitation of structures; metallic materials; composite materials; polymers and ceramics; structural analysis; structural dynamics; vibration, real-time photogrammetry; impact strength of structures; crack propagation theory of structures. (Inactive): Road accidents study group; orthopedic implants; biomedical materials; Ottawa-Carleton computer traffic control system.

NRC/NAE-500

Unsteady Aerodynamics

Description: Information on research conducted by the laboratory, including documentary material on contract and co-operative research with other departments and agencies. *Topics:* (Active): Dynamic wind tunnel tests; techniques for dynamic testing; oscillatory characteristics of wings and bodies; measurement and modelling of drift in aerial spray operations; trace vapour detection of explosives, narcotics and urethane foam off-gases. (Inactive): Helium hypersonic wind tunnel; passive dosimeter for UFFI homes.

NRC/DPH-505

Administration

Description: Correspondence, memoranda, reports and statistics on the administration and operation of the division. *Topics:* Enquiries; visits to the division; visits and invitations to outside organizations; lectures, talks and papers presented by staff; review of manuscripts and theses; seminars and colloquia; stores committee; lab orders; Newton apple tree; inventions submitted to the division; history project; patent and licensing activities; finance; equipment and supplies; work done for outsiders.

NRC/DPH-510

Acoustics and Mechanical Standards

Description: Information related to research on sound propagation and environmental studies; sound and vibration in relation to health; acoustical technology, devices, measurements and standards; information on mass standards and calibration. *Topics:* Correspondence; couch noise; design and testing of ear defenders; design and calibration of circumaural earphones; noise survey in industrial plants; community noise — industrial, construction, transportation, domestic, outdoor sound propagation, noise legislation, committees on noise; exposure of individuals to noise; exposure of individuals to vibration, e.g., hand-arm vibration; microphone and sound level meter; sound reproduction; committee on hearing bioacoustics and biomechanics; seminar on noise and the community; technical planning and legislative control; advisory group on communicative disorders — U.S. National Institute of Health; specific projects — external and middle ear acoustics, earphone measurement techniques and hearing studies, hearing conservation techniques, effect of noise on sleeping persons, acoustical data processing, reduction of noise from small engines, and sound level measurement techniques; measurement seminars; hardness measurement.

NRC/DPH-515

Time and Length Standards

Description: The international basis of time, primary frequency and time standards; time dissemination; information on length standards and calibration; laser frequency standards. *Topics:* Talking clocks; portable or flying clocks; commercial atomic clocks; daylight saving time, history of timekeeping, standard time zones; provincial legislation regarding time zones; time signal requests; *Bureau international de l'heure;* transmitter; antenna; licences; digital time and telephone dissemination; USA standard time and Daylight-Saving Time (DST); satellite time dissemination, interference on infringement reports; *Daylight Saving Time Act* and Regulations.

NRC/DPH-520

Thermometry and Electrical Standards

Description: Information on thermometry and temperature standards, oceanographic measurements and instrumentation; research on physical standards of measurement (direct current, low-frequency alternating current, high frequency alternating current); development of instruments and techniques of measurement. *Topics:* Correspondence; oceanography; photometry; heat and solid-state thermometry; resistance thermometry; thermocouple thermometry; optical thermometry; thermometric fixed points; properties of thermometric materials; temperature scales; CODATA task group on fundamental constants; International Committee on Thermometry.

NRC/HIA-525

High Energy Physics

Description: Correspondence, memoranda and working papers connected to the topics listed below. *Topics:* Policy; general correspondence; experimental particle physics; instrumentation for particle physics; electron positron interactions; photo-production; neutrinos from the sun and supernovae; particle detectors; nuclear emulsions.

NRC/DPH-530

Laser and Plasma Physics

Description: Information on high-power pulsed CO_2 laser-plasma interaction studies; radiative interaction experiments; high-power laser development; and laser photochemistry.

NRC/DPH-535

Thin Films

Description: Information on thin film coatings and optical thin films. *Topics:* Policy; correspondence; thin film coatings and optical thin films.

NATIONAL RESEARCH COUNCIL CANADA

NRC/DPH-540
Photometry and Radiometry
Description: Information on light and colour, optical instruments, and solar energy. *Topics:* Correspondence; colorimetry; photometry; calibration of aerial survey cameras; survey of tests on camera mounts; working group on optical properties of paper; National Bureau of Standards collaborative reference programs; seminar on colorimetry and photometry; Journal of Colour Research and Applications; Reflectance Spectroscopy Committee.

NRC/DPH-555
Ionizing Radiation Standards
Description: Information on radiation dosimetry; radioactivity; electron linear accelerator. *Topics:* Correspondence; linear accelerator group; radiation chemistry; pulse radiolysis; neutron measurements; radionuclide calibrations; radio-isotopes licences; research hazards and protective measures in transportation of radioactive materials; dosimetry group.

NRC/PBI-560
Support Services
Description: Information on on-going services to research inside and outside PBI. Records of the Administrative Office, the Research Illustration Group, the chemical analysis groups, Plant Engineering Services and Purchasing are included. *Topics:* Correspondence; personnel and budget documents; progress reports and records of research; published research papers; records of operation of magnetic resonance and mass spectroscopy; records of building facilities and equipment; purchasing orders.

NRC/PBI-565
Plant Cell Metabolism
Description: Information related to research on fermentation processes for plant cells. *Topics:* Correspondence; fermentation; alkaloids; bioreactors.

NRC/PBI-570
Plant Productivity Genes
Description: Information on the conversion of carbon and atmospheric nitrogen to nutrient by plant-bacterial systems. *Topics:* Correspondence; contract documents; nitrogen fixation; photosynthesis.

NRC/PBI-575
Bio-organic Chemistry
Description: Information on the chemistry of naturally occurring substances, mostly of plant origin; the synthesis and analysis of fatty acid relatives and of proteins and amino acids; the development of sex attractants for insect pests. *Topics:* Correspondence; analytical charts and documents; synthetic methods; analytical methods; labelled molecules; insect sex pheromones; chromatographic methods; spectroscopy.

NRC/PBI-580
Crop Biotechnology
Description: Information on cell processes in crop plants. *Topics:* Correspondence; production and manipulation of cell cultures; regeneration of whole plants; fusion of cells; germplasm storage; hybridization; genetic transformation of cell cultures; and others.

NRC/PBI-585
Plant Molecular Genetics
Description: Information on genetic-encoding molecules, on genomes, genes and gene traits; alteration and synthesis of gene fragments; vectors; genetic transformation of higher plants. *Topics:* Correspondence; charts and documents; methods; laboratory documents; contract documents.

NRC/PBI-586
Conifer Biotechnology
Description: Information on cell and molecular biology of trees; micropropagation; cell cultures; genetic transformation. *Topics:* Correspondence; charts and documents; methods; laboratory documents, contract documents.

NRC/MTT-590
Director's Office
Description: Documents on the operation of the individual sections, advisory bodies, research and development studies and seminar or workshop information. *Topics:* The American Society for Testing and Materials; International Standards Organizations; CIB; Construction Industry Development Council; minutes of the Board of Directors; NRC five year plan; sectional program and budget submissions; divisional annual reports; proceedings of council; research and development for engineering in cold regions; divisional planning committee notes; and Canada Mortgage and Housing Corporation — Institute for Research in Construction reports.

NRC/MTT-595
Administration
Description: Personnel data on all members of staff, financial reports, purchasing documents, travel authorizations, correspondence and documents on the shops and building up-keep.

NRC/MTT-600
Building Materials
Description: Information on the characterization and evaluation of the performance of materials such as concrete, sealants, paints, plastics, roofing materials and clay brick through the use of chemical, physical and mineralogical techniques. *Topics:* The performance of clear and pigmented coatings; basic engineering properties of concrete; durability to frost-action in concrete and other porous materials; properties and performance of joint materials; characterization of building materials by their microstructure and composition; processes of degradation of organic building materials; performance of concretes as related to the chemical processes in cements; physical and mechanical properties of repair systems; performance of Canadian aggregate; performance of concrete in the presence of aggressive solutions; weathering factors and accelerated test methods for assessing durability of organic building materials; durability of cover and absorber materials for solar collectors; physics of coating formation and adhesion, and the durability of structural clay products.

NRC/MTT-610
Building Structures
Description: Information on the introduction of "limit states design" into Canadian structural codes and standards, and the development of improved serviceability criteria based on risk considerations, including the investigation into the variability of masonry strength. *Topics:* Case histories of structural failures and problems due to differential movement in buildings; structural safety and serviceability; snow

loads on roofs; wind effects on buildings and structures; failure of structures and progressive collapse; masonry research; wind tunnel studies of buildings; and others.

NRC/MTT-615

Codes and Standards

Description: Information on topics related to the operation of the Codes Technical Section, the Codes Secretarial Service and the Editorial, Translation, Distribution and Records Units. *Topics:* Technical information and advice to code committees; code requirements for committee consideration; replies to code enquiries and requests for interpretation; seminars and conferences on the NBC and NFC; the continuing review of the code documents in the light of developments in building design and technology to determine the areas that may require expanding or updating to keep them current; technical studies to provide information needed in preparing new or improved code requirements.

NRC/MTT-620

Building Performance

Description: Information on the evaluation of the thermal characteristics and performance of materials, components and systems leading to standards, product development and proper design; records and laboratory notebooks containing information on the chemical analysis of UFFI, products used in its manufacture and those that evolved during its decomposition, the development of techniques for monitoring the movement of these products within the building envelope; and other aspects of the products. *Topics:* Energy calculations; energy auditing; lighting practice; efficient lighting energy use; smoke control in tall buildings; passive solar heating; ventilation and air movement in buildings; thermal and hygric properties of materials, hermetically sealed multiple glazing; thermal performance of walls and ceilings; thermal performance of windows; airtightness of walls; UFFI field investigations; development of remedial measures for homeowners; institutions and commercial establishments; thermal insulation materials; properties and emissions; field measurements of UFFI gases and particles; techniques for measuring formaldehyde and other gases in air; techniques for measuring particulate materials in air.

NRC/MTT-625

Fire Research

Description: Correspondence and laboratory data on the development and revision of standard methods of fire tests and research activities, which include fire performance on structural components, flammability of materials, products of combustion, growth of fire, and the influence of fire risks on the overall design of buildings. *Topics:* Thermal decomposition of polymers; behaviour of building components in fire; evaluation of fire behaviour of plastic components; flammability studies; fire performance information; production and movement of smoke in fire; fire protection features of buildings; development of fire; combustion of organic materials; toxicity of combustion products; fire resistance safety factors; restraint and fire severity; and commercial test reports.

NRC/MTT-630

Geotechnical Section

Description: Information on mineral soils, rock, permafrost, snow and ice, manuals on engineering practice, codes and standards. *Topics:* Deformation and stresses in soils; soil strength and rapid failures; deep foundations and excavations; regional soil conditions; frost action in soils; permafrost distribution and environmental studies; structures in permafrost; deformation and failure of freshwater ice; ice engineering; avalanche engineering; deformation and strength of frozen and thawing soils; ground thermal regime; heavy frost studies in northern regions; tunnelling and underground construction; physico-mechanical processes in frozen soils; rheology and strength of saline ice; avalanche hazard evaluation; and ground heat storage.

NRC/MTT-635

System Support Unit

Description: Information on the division's calibration and standards facility, the instrument pool for loans, the maintenance and repair shop and the co-ordination and advisory services provided to the division.

NRC/MTT-640

Acoustics

Description: Information on field measurements of the sound absorption and transmission properties of buildings and building elements, and research on vibration related to experimental studies of the response of actual structures under dynamic excitations, such as those provided by wind and road traffic. *Topics:* Development of impact tests for floors; acoustical test methods; development of noise criteria; insulation of buildings from external noise; determination of dynamic response characteristics of structures; measurement of sound power of noise sources; outdoor noise propagation; reverberation room acoustics; vibration problems in buildings; earthquake engineering; commercial test reports.

NRC/MTT-645

Prairie Regional Station

Description: Correspondence and material on technical enquiries, lectures and seminars; information on the study of building materials and systems in real service or controlled laboratory environments at the Prairie Regional Station. *Topics:* Prairie Station, Saskatoon — behaviour of flat roofing systems and components; shallow foundations on active subsoils; concrete in soils of high sulphate content; compression characteristics of glacial deposits in Western Canada; condensation in buildings; heat and moisture balance in buildings.

NRC/MTT-650

Technical Information

Description: Information on the activities of the Divisional Library, the Publications Unit, the Graphics Unit and the Technical Information Unit. *Topics:* Reference service; loans; information retrieval; periodical subscriptions; acquisitions; translation requests; abstracts and digests; Research News; Housing Notes; Canadian Building Series; Manual on Metric Building Drawing Practice; requests for information; preparation of publications and reports.

NRC/MTT-656

CCRB Secretariat

Description: Correspondence, reports, and studies undertaken at the request of the Canadian Construction Research Board.

NRC/MTT-657

Canadian Construction Materials Centre (New)

Description: Information on the suitability for use of construction materials, systems or services. *Topics:* Technical information and advice to manufacturers and supliers of construction materials, systems and services on how to obtain the evaluation of these products and services with respect to their suitability for use; technical information and advice to architects, specification writers, engineers and regulators on the suitability of use of construction materials, systems and services; information to the construction industry on laboratories which conduct testing of construction materials, systems and services; assistance to Canadian exporters of construction-related products and services on the evaluation requirements of these products and services by other countries; replies to inquiries and requests for interpretation of evaluation reports and listings; technical information and advice to Associate Committee on Construction Materials Centre.

NRC/MTT-660
Administration
Description: Correspondence and documents on the operation of the Institute such as project planning and reports; program forecasts, agreements, finance. *Topics:* Administration (policy, general correspondence, enquiries, administration and operation, lectures and talks, seminars and colloquia, training program, interlibrary delivery systems); CISTI programs and services; translation services; equipment and supplies.

NRC/MTT-665
Acquisitions
Description: Records contain information related to acquiring publications for the CISTI collection by purchase orders or exchange agreements. *Topics:* Correspondence, invoices, payment records.

NRC/MTT-670
Branch Libraries
Description: Information on the internal operations of CISTI branches servicing the NRC and on services extended to external organizations. *Topics:* Libraries (by name) — Aeronautical and Mechanical Engineering, Chemistry, Physics, Electrical Engineering, Construction Research, Sussex Drive, Uplands Branch (Ottawa, Ont.) Industrial Materials Research Institute (Montreal, Que.), Dominion Astrophysical (Victoria B.C.), Dominion Radio Astrophysical (Penticton, B.C.), Atlantic Research Branch, (Halifax, N.S.), Marine Dynamics Branch (St. John's, Nfld.), Plant Biotechnology Branch (Saskatoon, Sask.), Biotechnology Branch, (Montreal, Que.).

NRC/MTT-675
Cataloguing
Description: Information on automated information systems, computer applications for information services, cataloguing rules, procedures and standards. *Topics:* CISTI operations — policy, general, correspondence, Dortmunder Bibliotheksystem (DOBIS).

NRC/MTT-680
Loans, Photocopies and Translations
Description: Correspondence and documents on the provision of loan and photocopy services outside the NRC and information on the availability of scientific translations from foreign languages. *Topics:* Information Services — policy, correspondence, loan of CISTI books to outsiders, photocopy service, microfiche copies of technical reports.

NRC/MTT-685
Health Sciences Resource Centre
Description: General correspondence on the centre's information services, resources and the publications it produces. *Topics:* Policy; Advisory Committee to the Health Sciences Resource Centre; Survey Directory of Health Science Libraries in Canada; Canadian locations of journals indexed for Medline; Health Sciences information in Canada: associations.

NRC/MTT-690
Information Services
Description: Correspondence with tape and database suppliers, and with clients on details of services available, payment procedures, etc.; information on the marketing of CISTI services in Canada, CAN/OLE, CAN/SDI, and the Information Exchange Centre. *Topics:* Chemical Abstracts Services; Institute of Scientific Information; publications; CAN/SDI tape services; Information Exchange Centre; Reference Department; Knowledge Source Index; bibliographic databases.

NRC/MTT-695
Publications
Description: Information on the preparation, production and ordering of CISTI publications.

NRC/MTT-700
Scientific Numeric Databases
Description: On-line retrieval and analysis of scientific numeric data, tape lease for private use, and customized searches. *Topics:* Infra-red spectral data; crystallographic data; thermochemical data; molecular biology data.

NRC/MTT-705
Industrial Development
Description: Information on program policy, cost-benefit reviews, industrial surveys, project proposals, program promotion, committee minutes, policy proposals and evaluations and program planning. *Topics:* Finance; projects; industry; provincial research councils; committees.

NRC/MTT-710
Industrial Research Assistance Program (IRAP)
Description: Minutes of meetings, agendas, membership of project selection committee, terms of reference for committee, policy and practices of committee, research proposals, research projects, company annual reports, project manager visit reports, liaison officer reports, financial disbursements and general administrative documentation. *Topics:* Administration; finance; projects for IRAP grants; invoices for IRAP projects; professional and trade associations; committees; industrial research institutes; provincial research councils.

NRC/MKT-715 *Formerly identified as:* NRC/MTT-715
Strategic Studies
Description: Information on the administration and operations of the office, visits to and from outside organizations, lectures and talks, seminars given by industry, enquiries, program analyses, policy papers, long-range plans and long-range plan themes, correspondence and working papers regarding new proposals and study projects. *Topics:* General information; industry policy analysis and evaluation; special projects.

NRC/MKT-716
Marketing Services (New)
Description: Information on the administration and operation of the office, and visits to and from outside organizations; current and potential NRC clients and collaborators; NRC services and programs; NRC contracts, collaborations and consortia; business and marketing

plans and strategic initiatives; and general working papers on marketing. *Topics:* General information; marketing information.

NRC/MTT-720
IRAP Collaborative Projects
Description: Administrative, financial and technical information on all aspects of the Collaborative Projects element of the IRAP program. *Topics:* Policy; general correspondence; administration and operation of program; enquiries; visits; lectures; licensing policy; finance; committees; company information; fields of technology; projects; Employment and Immigration Canada; co-operative projects with industry; unsolicited proposals.

NRC/MTT-725
Central Advisory Service
Description: Replies to enquiries from the manufacturing industry in the areas of chemistry, physics, engineering, electronics, metallurgy, elastomers (plastics and rubbers), the food sciences and environmental sciences; and information on industrial engineering topics such as plant layout, productivity, materials handling, quality control, low-cost automation, production and inventory control and similar topics associated with manufacturing technology.

NRC/MTT-730
Field Network
Description: Information on the assistance and advice provided to industrial clients in the areas of chemistry, physics, biology, engineering (mechanical, chemical, electrical, and electronic), plastics, rubbers, environmental matters, metallurgy, food technology and various industrial engineering topics such as plant layout, product quality, production and cost-control, value analysis, and other matters associated with production operations.

NRC/MTT-735
Research Journals
Description: Information on the publication of Canadian research journals. *Topics:* Administration; space and accommodation; authority and policy on publications; general correspondence; advisory committees; typesetting, printing and distribution services; translation of abstracts; continuing agreements; abstracting of publications; Canadian journals of research committees; and manuscripts for publication in Canadian journals of research.

NRC/INF-740 *Formerly identified as:* NRC/PAS-740
Division of Informatics
Description: Information on the operation of the Division. *Topics:* Administration requirements; equipment and committees; correspondence; enquiries; services and service agreements; program forecasts; travel; lectures and technical presentations; seminars; National Library System planning; computing needs; computer maintenance; equipment; future planning.

NRC/PAS-745
Administration
Description: Correspondence and memoranda related to the general administration and operation of the National Research Council, including enquiries made or answered. *Topics:* Administration; committee minutes; technical information; and evaluations.

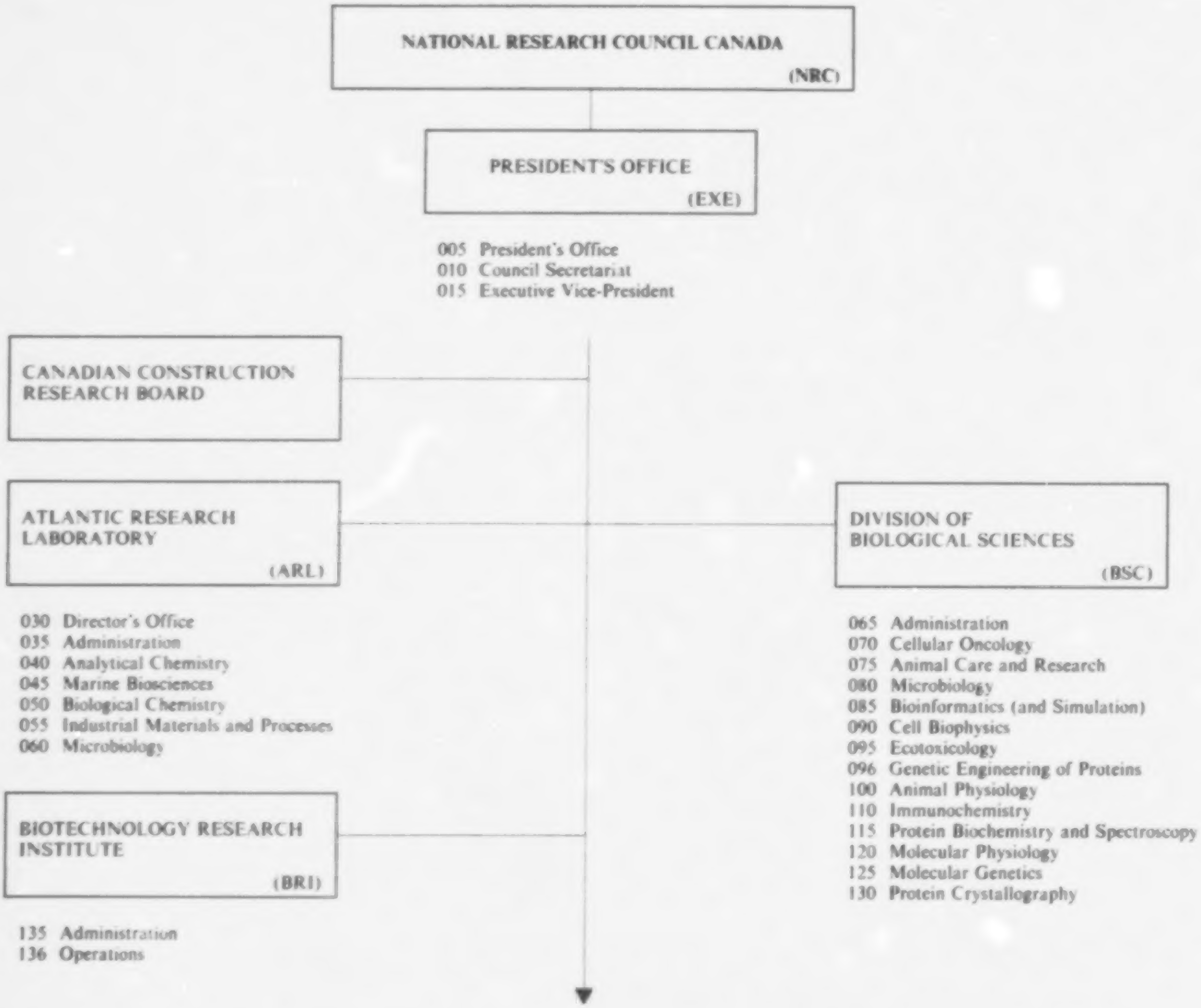
NRC/GEN-750
General-Use Series
Description: Information on the organization of international conferences — memberships, fees, minutes, annual reports regarding associations and societies; co-operation and liaison activities with universities, institutes, provincial and federal departments and agencies; commercial agreements with provincial research councils and federal government departments; interdepartmental committee correspondence and minutes; research agreements; correspondence, policy and guidelines on the *Canadian Human Rights Act*, status of women, access to information and privacy, affirmative action. *Topics:* Associations, clubs and societies; universities; institutes of technology; international conferences; commercial agreements; provincial governments; federal government departments; interdepartmental committees; Canadian Standards Association; publications; status of women; *Canadian Human Rights Act; Access to Information Act* and *Privacy Act*, affirmative action; Advisory Board on Scientific and Technological Information; Scientific and Technological Information Services; research agreements.

Deleted Classes of Records

The following classes of records have been deleted and incorporated into other classes of records maintained by this institution:

NRC/DPH-545	Photogrammetric Research
NRC/DPH-550	Materials Physics

NATIONAL RESEARCH COUNCIL CANADA



NATIONAL RESEARCH COUNCIL CANADA
(NRC)

PRESIDENT'S OFFICE
(EXE)

005 President's Office
010 Council Secretariat
015 Executive Vice-President

CANADIAN CONSTRUCTION RESEARCH BOARD

ATLANTIC RESEARCH LABORATORY
(ARL)

030 Director's Office
035 Administration
040 Analytical Chemistry
045 Marine Biosciences
050 Biological Chemistry
055 Industrial Materials and Processes
060 Microbiology

BIOTECHNOLOGY RESEARCH INSTITUTE
(BRI)

135 Administration
136 Operations

DIVISION OF BIOLOGICAL SCIENCES
(BSC)

065 Administration
070 Cellular Oncology
075 Animal Care and Research
080 Microbiology
085 Bioinformatics (and Simulation)
090 Cell Biophysics
095 Ecotoxicology
096 Genetic Engineering of Proteins
100 Animal Physiology
110 Immunochemistry
115 Protein Biochemistry and Spectroscopy
120 Molecular Physiology
125 Molecular Genetics
130 Protein Crystallography

NATIONAL RESEARCH COUNCIL CANADA

CHEMISTRY DIVISION

(DCH)

165 Administration
170 Analytical Chemistry
175 Chemical Engineering
185 Colloid and Clathrate Chemistry
190 Advanced Polymers and Composites
195 Free Radical Chemistry
200 Molecular Materials
205 Laser Chemistry
210 Metallic Corrosion and Oxidation
215 Molecular Spectroscopy
220 Organic Chemistry
225 Photochemistry and Kinetics
230 Reaction Intermediates
235 Solid-State Chemistry — Metals and Semiconductors
245 Computational Chemistry

DIVISION OF ELECTRICAL ENGINEERING

(DEE)

265 Research Result

HERZBERG INSTITUTE OF ASTROPHYSICS

(HIA)

335 Administration
340 Radio Astronomy
341 Radio Astronomy (Dominion Radio Astrophysical Observatory)
345 Distinguished Research Scientist
350 Dominion Astrophysical Observatory
355 Planetary Sciences
360 Radio Astronomy (Algonquin Radio Observatory, Lake Traverse, Ontario)
365 Solar-Terrestrial Physics
370 Spectroscopy
525 High Energy Physics

INDUSTRIAL MATERIALS RESEARCH INSTITUTE

(IMR)

380 Administration

DIVISION OF INFORMATICS

(INF)

740 Division of Informatics

INSTITUTE FOR MARINE DYNAMICS

(IMD)

385 Marine Transportation Technology

NATIONAL RESEARCH COUNCIL CANADA

DIVISION OF MECHANICAL ENGINEERING (DME)

390 Administration, Research, Testing
395 Systems Laboratory
400 Engine Laboratory
405 Fuels, Lubricants and Associated Products
410 Engineering Gas Dynamics and Plasma Dynamics
415 Hydraulics
420 Low Temperature Laboratory
425 Designing and Manufacturing Technology
426 Vehicle Dynamics Laboratory
430 Tribology, Computerized Design and Manufacturing, and Mechanical Technologies

MARKETING SERVICES (MKT)

715 Strategic Studies
716 Marketing Services

NATIONAL AERONAUTICAL ESTABLISHMENT (NAE)

465 Management
470 Flight Research
475 High Speed Aerodynamics
480 Low Speed Aerodynamics
490 Structures and Materials
500 Unsteady Aerodynamics

DIVISION OF PHYSICS (DPH)

440 Condensed Matter Theory
445 Surface and Interface Physics
450 Electronic Structure and Calorimetry
455 Molecular Beam Epitaxy
460 Microfabrication
461 Quantum Electronics
505 Administration
510 Acoustics and Mechanical Standards
515 Time and Length Standards
520 Thermometry and Electrical Standards
530 Laser and Plasma Physics
535 Thin Films
540 Photometry and Radiometry
555 Ionizing Radiation Standards

PLANT BIOTECHNOLOGY INSTITUTE (PBI)

560 Support Services
565 Plant Cell Metabolism
570 Plant Productivity Genes
575 Bio-organic Chemistry
580 Crop Biotechnology
585 Plant Molecular Genetics
586 Conifer Biotechnology

SPACE DIVISION (DSP)

140 Administration
144 Space Research Operations Office
154 Space Station Projects Office

NATIONAL RESEARCH COUNCIL CANADA

VICE-PRESIDENT (TECHNOLOGY TRANSFER)

(MTT)

INSTITUTE FOR RESEARCH IN CONSTRUCTION

590 Director's Office
595 Administration
600 Building Materials
610 Building Structures
615 Codes and Standards
620 Building Performance
625 Fire Research
630 Geotechnical Section
635 System Support Unit
640 Acoustics
645 Prairie Regional Station
650 Technical Information
656 CCRB Secretariat
657 Canadian Construction Materials Centre

CANADIAN INSTITUTE FOR SCIENTIFIC AND TECHNICAL INFORMATION

660 Administration
665 Acquisitions
670 Branch Libraries
675 Cataloguing
680 Loans, Photocopies and Translations
685 Health Sciences Resource Centre
690 Information Services
695 Publications
700 Scientific Numeric Databases

INDUSTRY DEVELOPMENT OFFICE

705 Industrial Development
710 Industrial Research Assistance Program (IRAP)
720 IRAP Collaborative Projects
725 Central Advisory Service
730 Field Network

RESEARCH JOURNALS

735 Research Journals

VICE-PRESIDENT (EXTERNAL RELATIONS)

(EXR)

020 Public Relations and Information Services
025 International Affairs

VICE-PRESIDENT (PERSONNEL AND ADMINISTRATIVE SERVICES)

(PAS)

745 Administration

GENERAL USE SERIES

(GEN)

750 General-Use Series

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NATIONAL RESEARCH COUNCIL
CANADA
ADMINISTRATION BUILDING (M-58)
MONTREAL ROAD
OTTAWA, ONTARIO
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Chapter 72

NATIONAL TRANSPORTATION AGENCY OF CANADA

A. GENERAL INFORMATION

Historical Background

The National Transportation Agency of Canada (NTA) was established by the *National Transportation Act, 1987*,which was proclaimed January 1, 1988. The NTA replaces the Canadian Transport Commission which has been in existence for 20 years under the previous *National Transportation Act*.

Responsibilities

The object of the *National Transportation Act* is to encourage a safe, economic, efficient and adequate transportation system to serve the needs of shippers and travellers. The NTA is responsible for the economic regulation of all aspects of the transportation sector in Canada under federal jurisdiction, including transport by rail, air, water and commodity pipeline, as well as certain types of interprovincial commercial motor transport. The Agency has all the powers, rights and privileges of a superior court in Canada. Although NTA decisions are binding, the Agency may review, rescind or vary any decision or order upon application for review under section 41 of the Act. On matters of a question of law or jurisdiction, decisions or orders may be appealed to the Federal Court or by petition to the Governor in Council.

Legislation

- Aeronautics Act
- Atlantic Regional Freight Assistance Act
- Canada Shipping Act
- Canadian National Railway Act
- Carriage by Air Act
- Energy Supply Emergency Act
- Government Railway Act
- Maritime Freight Rates Act
- Motor Vehicle Transport Act
- National Energy Board Act
- National Transportation Act, 1987
- Pilotage Act
- Railway Act
- Railway Relocation and Crossing Act
- Railway Safety Act
- St. Lawrence Seaway Authority Act
- Safe Containers Convention Act
- Shipping Conferences Exemption Act, 1987
- Western Grain Transportation Act

Organizational Units and their Role

The National Transportation Agency consists of a maximum of nine permanent members, including the Chairman and the Vice-Chairman. All are appointed by the Governor in Council. At least one member must represent each of the regions of Canada: Pacific, Prairie, Ontario, Quebec and Atlantic. Up to six additional members may be temporarily appointed by the Governor in Council.

The powers and duties of the Agency are divided among six branches: Dispute Resolution, Market Entry and Analysis, Transportation Subsidies, Corporate Management and Regional Operations, Legal Services, and Secretariat.

Secretariat

The Secretariat provides a regulatory support service to the National Transportation Agency in relation to its hearing and application processes and provides central co-ordination for the federal regulatory process, ministerial and parliamentary liaison, ministerial and executive correspondence and other assigned services in keeping with the proper conduct of the affairs of the Agency as defined in section 16 of the *National Transportation Act, 1987*.

The Secretariat comprises four units. The **Parliamentary Liaison and Executive Correspondence** unit provides direct support services in meetings of the Agency and co-ordinates the preparation of briefing notes and briefing book. The **Regulations** unit is responsible for the drafting and administrative processing of NTA regulations. The **Regulatory Support** unit ensures the preparation, publication and distribution of all orders, decisions, reports and notices of the NTA. It is also responsible for all necessary arrangements for conducting the Agency's public hearings throughout Canada. The **Translation Co-ordination** unit provides for the planning and co-ordination of all translation services required by the Agency from the Translation Bureau of Secretary of State.

Dispute Resolution Branch

The Branch provides conflict management services to resolve disputes concerning rates and service conditions between users and suppliers of transportation as well as to resolve cost apportionment of works at highway-railway and railway-railway interfaces. Enabling legislation offers a variety of mechanisms in this regard, including mediation and final offer arbitration. This branch also handles other complaints, investigations and applications regarding the air, rail, water and pipeline modes as provided in the *National Transportation Act, 1987*, the *Pilotage Act*, the *Shipping Conferences Exemption Act, 1987*, the *Railway Act*, the *Western Grain Transportation Act*, the *St. Lawrence Seaway Authority Act*, the *Railway Safety Act*, and the *Railway Relocation and Crossing Act*.

The Branch is comprised of five directorates: Rail Complaints and Investigations; Air and Marine Complaints, Investigations and Tariffs; Mediation and Arbitration; Transportation Services for Disabled Persons and Rail Infrastructure.

The **Rail Complaints and Investigations Directorate** conducts investigations on complaints, applications, or referrals made by carriers, shippers and travellers, and issues decisions on matters pertaining to railway transportation operations which are regulated under the *National Transportation Act, 1987* and the *Railway Act*. Such complaints, applications or referrals can relate to rates, fares, conditions of carriage, including common carrier obligations, running rights and joint track usage. The Directorate also administers the legislation with regards to competitive access available to shippers through competitive line rates and extended interswitching limits.

NATIONAL TRANSPORTATION AGENCY OF CANADA

The National Transportation Agency regulates the Canadian National Railway Company's Newfoundland bus passenger service, including tariffs, complaints, scheduling and quality of service. The NTA receives for filing, subject to the *National Transportation Act, 1987*, the *Railway Act*, the *Atlantic Region Freight Assistance Act*, the *Maritime Freight Rates Act*, the *Western Grain Transportation Act*, various rail freight tariffs, express and truck tariffs, agreed charges, confidential contracts, International Bridge and Tunnel tariffs, VIA Rail tariffs and Newfoundland Road Cruiser tariffs. Subject to sections 43 to 52 of the *Western Grain Transportation Act*, the Agency may investigate and hear matters relating to proposed lower rates and may disallow tariffs found to contravene sections of the Act.

The **Air and Marine Complaints, Investigations and Tariffs Directorate** conducts investigations on complaints, applications or referrals made by carriers, shippers and travellers, and issues decisions on matters pertaining to air and marine transportation operations (tariffs, levels and conditions of service) which are regulated under the *National Transportation Act, 1987*.

Under the *Shipping Conferences Exemption Act, 1987*, the Agency is required to receive, verify, record and maintain for public scrutiny the original or amended contracts, agreements and tariffs issued by the conferences serving Canadian foreign trade. Under the *Pilotage Act*, the NTA is required to hear appeals against amendments to tariffs approved and published by the Atlantic, Laurentian, Great Lakes and Pacific pilotage authorities. Under the *St. Lawrence Seaway Authority Act*, the Agency is required to consider complaints of unjust discrimination in tariffs, report its findings and receive for filing all tariffs and amendments published by the Authority. The National Transportation Agency also receives for filing and examines international air tariffs and northern marine resupply tariffs to ensure that the tariffs and ancillary documentation are in conformity with relevant federal statutes and regulations. The Agency reviews proposed acquisitions of interest in Canadian transportation undertakings (all modes) of over $10 million in assets or sales, under federal jurisdiction, in cases where an objection that the acquisition is against public interest is filed.

The **Mediation and Arbitration Directorate**, on referral by the parties, mediates disputes or administers the arbitration process concerning rates, conditions of carriage or other matters between shippers and rail, air and northern marine carriers and between carriers on matters under the *National Transportation Act, 1987*, the *Railway Act*, and the *Railway Relocation and Crossing Act*.

The **Transportation Services for Disabled Persons Directorate** may, on its own initiative or in response to a complaint, investigate, hear testimony on, and determine whether the manner in which a service is being furnished by a provider of transportation services constitutes an undue obstacle to the mobility of disabled persons as provided for in the *National Transportation Act, 1987*. If it is determined that an undue obstacle does exist, the Agency may order the provider to remove the obstacle and to pay compensation for extra expenses incurred by the disabled person.

The Agency also has the power to prescribe, administer and enforce regulations respecting the design, construction or modification of, and the posting of signs on, in or around, means of transportation and related facilities and premises, including equipment used in them; the training of personnel employed at or in those facilities or premises or by providers of transportation services; tariffs, rates, fares, charges and terms and other conditions applicable to the transportation of disabled persons or services incidental thereto; and the communication of information to disabled persons.

The **Rail Infrastructure Directorate** conducts investigations into complaints, applications and referrals made by railways, road authorities and the public. It issues orders on matters pertaining to railway infrastructure which are regulated under the *National Transportation Act, 1987*, the *Railway Act*, the *Railway Safety Act* and the *Railway Relocation and Crossing Act*. Such complaints, applications and referrals relate to the construction or modification of railway lines, grade separations and level crossings. The Directorate also administers the dispute resolution process for cost apportionment of infrastructure works and for other disputes between railways, road authorities and the public.

Market Entry and Analysis Branch

The Branch is responsible for administering and enforcing the applicable standards for entry into, and exit from, the Canadian transport market which will ensure safe, economic, adequate and efficient transportation systems in Canada. This involves the licensing of carriers in domestic air and northern marine resupply operations, the licensing of scheduled and non-scheduled international air services, the issuance of permits for charter services, the issuance of rail certificates of fitness and of public convenience and necessity, the enforcement of the terms and conditions of licences and the negotiation and administration of international air agreements. It is also responsible for conducting annual reviews for 1988 to 1991 in respect of the operations of the *National Transportation Act, 1987* and related legislation (the *Railway Act*, the *Shipping Conferences Exemption Act, 1987*, the *Motor Vehicle Transport Act*) and any other act of Parliament that pertains to the economic regulation of a mode of transportation.

The Market Entry and Analysis Branch is organized into four directorates.

The **Domestic Operations Directorate** is responsible for licensing carriers operating domestic air and marine services, and issuing rail certificates of fitness and of public convenience and necessity. It is also responsible for identifying whether suitable Canadian registered vessels would be available for coasting trade activities when requests to use foreign registered or non-duty paid vessels for such activities are received, and for processing applications to construct and operate commodity pipelines.

The **International Operations Directorate** is responsible for licensing scheduled and non-scheduled international air services, issuing charter flight permits, administering bilateral air agreements and participating in the work of intergovernmental and international civil aviation organizations, reporting on the economic effects and requirements resulting from participation in or ratification of international agreements and in policy development.

The **Enforcement Directorate** is responsible for investigating allegations of illegal operations by carriers providing domestic or international air services and marine resupply services and carriers operating in contravention of the terms and conditions set out in their licence.

The **Industry Monitoring and Analysis Directorate** is responsible for the preparation of comprehensive annual reviews from 1988 to 1991 on the operation of the *National Transportation Act, 1987*, the *Railway Act*, the *Shipping Conferences Exemption Act, 1987*, the *Motor Vehicle Transport Act*, and other transportation-related legislation.

Transportation Subsidies Branch

The Branch is responsible for the administration of a number of transportation subsidy programs, the development of criteria governing the establishment of railway costs and the verification of their use in relation to subsidy programs and rate-setting, and the processing of applications to abandon rail lines. Branch staff at headquarters are organized into three directorates.

The **Cost-Based Subsidies Directorate** administers subsidy payments to railways for the movement of grain and grain products within Western Canada *(Western Grain Transportation Act)*, the operation of uneconomic branch lines that are required in the public interest *(National Transportation Act, 1987)*, the operation of unprofitable passenger services that are required in the public interest *(Railway Act)*, and the movement of export grain and flour through eastern Canada ports *(Railway Act)*.

The **Financial Analysis Directorate** is responsible for the development, maintenance and application of railway costing methodology, and for the determination of various railway costs applicable to subsidy programs and rate-setting (e.g., cost of capital, depreciation and various price indices.)

The **Rail Rationalization Directorate** processes applications by railway companies for the abandonment of the operation of rail lines, and the closure and removal of stations.

Corporate Management and Regional Operations Branch

The Branch is responsible for the management processes and administrative support services for the Agency, as well as for the management of the Railway/Pipeline Investigations Directorate. It is also responsible for the co-ordination of the programs administered by the regional offices, and for their functions and responsibilities.

The **Railway/Pipeline Investigations Directorate** is responsible for accident and incident investigations. Railway and pipeline companies under federal jurisdiction, other than oil and natural gas pipelines, are required to notify the Agency of any occurrences involving trains, engines, railway cars, on-track equipment and pipelines or leakages therefrom that affect or could affect the safety of the general public and railway employees. Complementary to the investigation activity of the Directorate is the collection and processing of data pertaining to the frequency, severity, location and cause of reportable accidents and incidents. The Directorate has a commitment to report to the public, industry, concerned safety agencies and public officials in the form of reports and in response to specific ad hoc requests. The Directorate's headquarters are located in Hull, Quebec, and its district offices are located in Moncton, Montreal, Toronto, Winnipeg, Calgary, Edmonton and Vancouver.

Subsidy payments to shippers under the *Atlantic Region Freight Assistance Act* and the *Maritime Freight Rates Act* are administered by the Atlantic Regional Office. These subsidy payments are intended to lessen the cost to shippers of moving freight traffic within, and westbound from, the Atlantic Region.

Manuals

(Transportation Subsidies Branch)
- CN and CP Costing Manuals
- Internal Procedures Manuals
- Uniform Classification of Accounts Manual

(Market Entry and Analysis Branch)
- Distance Manuals
- Information and Instructions for Applying for a Licence or for an Amendment to a Licence to Operate a Domestic Air Service
- Instructions concerning the Allocation of Revenues and Costs of Routes
- Instructions Concerning the Allocation of Revenues and Costs to Sub-Systems
- International Air Transport Association (IATA) Manuals; IATA Live Animal Regulations; ULD (Unit Lifting Devices) Technical Manual; Restricted Articles Regulations
- Uniform System of Accounts for Commercial Air Carriers

Additional Information

Requests for further information on the Agency's publications, major decisions and rulings, and on its various programs and functions may be directed to:

Headquarters

Communications Services Directorate
National Transportation Agency of Canada
Jules Léger Building
15 Eddy Street
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0N9)
(819) 994-4035

Western Region

National Transportation Agency of Canada
Western Region
3rd Floor
350 - 3rd Avenue North
Saskatoon, Saskatchewan
S7K 6G7
(306) 975-5201

Atlantic Region

National Transportation Agency of Canada
Atlantic Region
10th Floor, Assumption Place Building
770 Main Street
Moncton, New Brunswick
E1C 1E7
(506) 857-7040

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
National Transportation Agency of Canada
Jules Léger Building
15 Eddy Street
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0N9)
(819) 994-2564

NATIONAL TRANSPORTATION AGENCY OF CANADA

Reading Room

The Agency's library has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by the employees in administering or carrying out programs or activities that affect the public. The address is:

Library
16th Floor, Jules Léger Building,
15 Eddy Street
Hull, Quebec

Classes of Records

NTA/SEC-006
Secretariat
Description: Information on the Agency's Secretariat services. *Topics:* Regulations and amendments to regulations; Orders-in-Council affecting the Agency's activities; minutes of the Agency; transcripts of evidence, verbatim written records of the Agency's public hearings and inquiries; exhibits and documents filed with the Agency during the public hearings and inquiries in support or rebuttal of oral evidence given by the witnesses; orders, decisions, reports and notices.

NTA/DRB-011
Tariffs
Description: Correspondence on tariff and schedule filing and applications to depart from one or more provisions of the Regulations. *Topics:* Fares, rates, tolls and conditions of carriage as filed in Agreed Charges; Confidential Contracts, Freight Tariffs; Express Tariffs; International Bridge and Tunnel Tariffs; Passenger Tariffs; St. Lawrence Seaway Authority Tariffs; Shipping Conference Agreements; Northern Marine Resupply Tariffs; International Air Tariffs; Charter Tariffs; interpretations; rejections; and special permission applications.

NTA/DRB-016
Competitive Line Rates
Description: Correspondence from shippers or receivers requesting competitive line rates pursuant to section 136 of the *National Transportation Act, 1987*. *Topics:* Statistical data from shippers and receivers; data of local carriers; and analysis of data and related correspondence.

NTA/DRB-021
Complaints and Investigations — Rail
Description: Information on a wide range of consumer, shipper, carrier and traveller complaints with regards to rail services. *Topics:* Non-compensatory rates; car supply and availability of equipment; joint track usage and running rights; limitation of liability; common carrier obligations; passenger fares; and rail passenger frequency and service.

NTA/DRB-026
Interswitching
Description: Correspondence from shippers and shipping associations, carriers, municipalities and other interested parties. *Topics:* Analysis; methodology; traffic flows; geographical locations; engineering.

NTA/DRB-031
Roadcruiser Bus Service — Newfoundland
Description: Information on the only motor vehicle undertaking which falls under the direct regulatory control of the Agency. *Topics:* Hearings on rates; scheduling and quality of service; in-house studies of company's financial statements and financial procedures; Statistics Canada reports on comparable bus operations; transportation of disabled persons; survey of quality of service; and scheduling of buses in Newfoundland.

NTA/DRB-036
Western Grain Transportation
Description: Correspondence on rate appeals under the *Western Grain Transportation Act*. *Topics:* Appeals filed under section 47 of the Act; contiguous and competitive points; and tariffs.

NTA/DRB-041
Complaints and Investigations — Air
Description: Information on a wide range of consumer, shipper and carrier complaints with regards to air services. *Topics:* Domestic air fare complaints; discontinuance of service; basic fare increases; basic fare levels; and quality of service.

NTA/DRB-046
Complaints and Investigations — Marine
Description: Information on a wide range of consumer, shipper and carrier complaints and applications with regards to marine services. *Topics:* Northern marine resupply; tariff and operations investigations; *Shipping Conference Exemption Act* rate investigations; pilotage tariff investigations; St. Lawrence Seaway tariff investigations; policy; and analysis.

NTA/DRB-051
Mediation and Arbitration
Description: Correspondence on the administration of the arbitration/mediation process. *Topics:* Arbitrators; individual case files; and general correspondence on the mediation and arbitration process.

NTA/DRB-056
Mergers and Acquisitions
Description: Information on proposed acquisitions of Canadian transportation undertakings. *Topics:* Notices of proposed transactions; and contractual and financial agreements between parties; and filed objections.

NTA/DRB-061
Transportation Services for Disabled Persons
Description: Correspondence on services provided to disabled and elderly persons and complaints related thereto. *Topics:* Liaison with international associations; conferences; database reports; liaison with various levels of government; regulations on fares and conditions of carriage of disabled persons in various transportation modes; liaison with associations of and for disabled and elderly people; procedural and attitudinal training in the area of transportation of disabled persons; accessibility standards.

NTA/DRB-062
Rail Infrastructure (New)
Description: Information on railway-highway crossings. *Topics:* Applications for construction and modifications related to projects at railway-highway crossings; regional diagnostic reports regarding applications; recommendations; instructions and guidelines; plans;

construction orders; investigation reports and recommendations; approval reports; and operations orders.

NTA/MEA-066

Coasting Trade Custom Duty Waivers

Description: Applications to the Minister of National Revenue for custom duty waivers from users of non-Canadian flag vessels in Canada's coastal trade, and related correspondence; correspondence with users or potential users of such vessels.

NTA/MEA-071

Commodity Pipeline Licensing

Description: Records relating to the licensing of commodity pipelines. *Topics:* Applications for permits and amendments to permits, routes, types of commodities, public notices, interventions; safety analyses; environmental impact analyses; Agency recommendations to the Minister of Transport; terms and conditions relating to the construction and operation of a pipeline and potentially other terms and conditions; plans, profiles and books of reference of proposed portions of major pipelines to be licensed; permits; and permit suspensions or cancellations.

NTA/MEA-076

Northern Air Licensing

Description: Records relating to the licensing of air carriers to provide public air transportation of passengers and/or goods to, from or within Northern Canada. *Topics:* Applications for licences or modifications to licences; Canadian ownership; public notices; interventions, replies to interventions, level of service, economic analyses; decisions, terms and conditions on licences; liability insurance; licence documents; operating certificate requirements; suspensions or cancellations; discontinuance or reduction of service.

NTA/MEA-081

Northern Marine Licensing

Description: Information on licensing of water carriers under the *National Transportation Act, 1987. Topics:* Applications; interventions; objections; reference documents; administrative correspondence necessary to the functional operation of the licensing function.

NTA/MEA-086

Rail Licensing

Description: Records relating to the issuance of Certificates of Fitness required for operations of existing railways and Certificates of Public Convenience and Necessity required for operation of proposed railways within Canada. *Topics:* Applications for Certificates of Fitness and Certificates of Public Convenience and Necessity; terms and conditions on certificates; public notices, interventions, replies to interventions; economic and financial analyses; ownership status; termini; routes; insurance; and decisions.

NTA/MEA-091

Southern Air Licensing

Description: Records relating to licensing of air carriers to provide public air transportation of passengers and/or goods within Southern Canada. *Topics:* Applications for licences or modifications to licences; Canadian ownership; liability insurance; operating certificate requirements; discontinuance or reduction of services; suspensions or cancellation; and licence documents.

NTA/MEA-096

International Air Operations

Description: Records relating to the issuing of licences and temporary authorities for scheduled and non-scheduled international services, and bilateral and multilateral agreements on international air services. *Topics:* Applications for scheduled and non-scheduled international services, licence documents, insurance, operating certificates, eligibility, terms and conditions of licences, compliance, suspensions or cancellations, charter flight permits, applications to operate services by parties not holding the appropriate licence authority; bilateral and multilateral air transport agreements, international regulations of air transport, including pricing, capacity and conditions of carriage, economic regulatory activities of international aviation organizations, regulatory policy matters, and civil air relations between Canada and foreign countries.

NTA/MEA-101

Enforcement — Illegal Operations by Licensed Air Carriers

Description: Complaints received or information uncovered indicating illegal air or Northern Marine Resupply service activities by a licensed carrier. *Topics:* Enforcement Directorate investigation reports; referral to the Domestic Operations or the International Operations directorate for any administrative action deemed necessary; Enforcement Directorate referrals to RCMP for investigation towards prosecution; RCMP, Department of Justice and Enforcement Directorate reports indicating what action was taken in the investigation and the prosecution, and the ultimate disposition of the case. *Retrievability:* Files are arranged by carrier name.

NTA/MEA-106

Enforcement — Illegal Operations by Unlicensed Air Carriers

Description: Complaints received or information uncovered concerning illegal air or Northern Marine Resupply service activity by unlicensed carriers. *Topics:* Enforcement Directorate investigative reports; referral to RCMP and Department of Justice; reports indicating what action was taken in the investigation and the prosecution, and final disposition of the case. *Retrievability:* Files are arranged by carrier name and by region.

NTA/MEA-111

Industry Monitoring and Analysis

Description: Information on transportation services, on carriers providing them, on travellers' and shippers' experience with transportation services, collected from different sources, including surveys.

NTA/TSB-121

Cost of Capital

Description: Financial submissions of regulated railways that apply for cost-of-capital rates in accordance with the relevant sections of the *Western Grain Transportation Act*, the *National Transportation Act, 1987*, the *Railway Act* and the Railway Costing Regulations.

NTA/TSB-126

Freight-Related Studies

Description: Costing studies carried out on specific commodity movements by rail; includes costing work for rate-setting purposes and appeals under the *National Transportation Act, 1987*, section 23. *Topics:* "At and East" (*Railway Act*, section 272); rapeseed investigations; cost of stop-off-milling in transit; demurrage issues; interswitching; and "At and East" subsidy payments.

NATIONAL TRANSPORTATION AGENCY OF CANADA

NTA/TSB-131

Passenger Train Studies

Description: Information on branch subsidy payments for passenger services under section 261 of the *Railway Act;* also the audit of CN and CP billings for passenger-related services to VIA Rail Canada. *Topics:* CN train service; CP train service; VIA Rail Canada; special costing; unit costs; and specific costs.

NTA/TSB-136

Special Costing Studies

Description: Special costing studies initiated both within and outside the NTA, either by federal government requirements or by independent agencies and consulting groups. *Topics:* Consultants reports, drafts, recommendations; railway submissions; government policy and special issues related to railway operations; and special costing studies arising from the incorporation of VIA Rail Canada, Inc.

NTA/TSB-141

Specific Costs

Description: Information on the determination of railway specific costs, including railway and NTA costing information. *Topics:* Class I railway specific costs, Class II railway specific costs; CN-VIA and CP-VIA specific costs; specific costs by railway and function; specific cost procedures manual; actual specific cost determinations — working papers by railway and function; and audit records of railway billing to VIA Rail Canada, Inc.

NTA/TSB-146

Western Grain Transportation Program

Description: Costing studies relating to the movement of western grain by rail under the authority of the *Western Grain Transportation Act. Topics:* The prescribing of the annual freight rate scale under section 35; the annual designation of grain dependent branch lines under section 40; the annual determination of the CN adjustment under section 56; the conduct of costing reviews every four years under section 38; and the monitoring of annual railway investment under section 29.

NTA/TSB-151

Annual Reports of Railways

Description: Statistical and financial information on a particular railway, its assets, liabilities, capitalization, revenues, working expenditures and traffic. *Topics:* General corporate information; financial information on rail operations; supplementary financial information; unit information on property; statistical information on rail operations; supplementary statistical information.

NTA/TSB-156

Audits of Regulated Railways

Description: Information on verification of the accuracy, uniformity and integrity of information provided to the Agency by regulated railways to ensure and secure compliance with the *Railway Act*, the *National Transportation Act, 1987*, and the regulations for which the Agency is responsible. *Topics:* Railway accounting system permanent files, accounting system Analysis Audit Manual; regular and special examination files; audit reports. *Retrievability:* Files arranged by railway company.

NTA/TSB-161

Uniformity in Accounting by Federally Regulated Railways

Description: Information on a prescribed classification of railway accounts (Uniform Classification of Accounts) designed as the standard in gathering and providing a database for regulatory and other purposes. *Topics:* Provisions, under the *Railway Act* of an accounting manual; investigations into level of adherence and degree of uniformity; and research and revision to accommodate changes in accounting standards, technology and utility.

NTA/TSB-166

Unit Costs

Description: Information on the determination of railway unit costs; also railway and NTA information and documentation pertaining to NTA responsibilities and duties under various sections of the *Railway Act* and the *National Transportation Act, 1987. Topics:* Class I railway unit costs, by railway; Class II unit costs, by railway; verification procedures manual, by railway; costing manuals, by railway; railway and NTA unit cost working papers, by railway and function; and railway price level indices.

NTA/TSB-171

Branch Line Subsidy Program

Description: Information on branch responsibility to verify railway claim costs and revenues in order to calculate and pay subsidies to the railways. *Topics:* General costing; Canadian Pacific and Canadian National unit cost working papers; Class II railways; CN-CP subdivisions; cost of capital; branch line rehabilitation; railway costing database; and railway subsidy payments databases.

NTA/TSB-176

Rail Rationalization

Description: Information on the railway costs and revenues of the operation of the rail line for which an application is received, data such as railway unit costs and work units to support the costs developed for public distribution, and detailed traffic flow information. *Topics:* Railway traffic; railway unit costs; interventions of economic and public interest nature; applications by railways for abandonment of operation of rail line. *Retreivability:* Material files by railway company and subdivision.

NTA/CMR-182 *Formerly identified as:* NTA/RSB-181

Accident Investigation

Description: Information on accidents/incidents involving railways and commodity pipelines (except oil and natural gas) under the jurisdiction of the Agency. *Topics:* Accident reports; recommendations resulting from accident reports; and information relating to dangerous commodities where applicable.

NTA/CMR-183 *Formerly identified as:* NTA/TSB-116

Transportation Subsidies — Atlantic Region

Description: Information on licensing of and payments to carriers under the subsidy programs of the Atlantic provinces and information on freight rate assistance to shippers in the Atlantic Region. *Topics:* Claims, waybills and other supporting documents; certificates of payment, working papers and computer printouts that detail information for claims made under the *Maritime Freight Rates Act* and the *Atlantic Region Freight Assistance Act and Regulations.*

Deleted Classes of Records

The information in the class of records NTA/RSB-181 has been incorporated into the following new class of records:

NTA/CMR-182	Accident Investigation

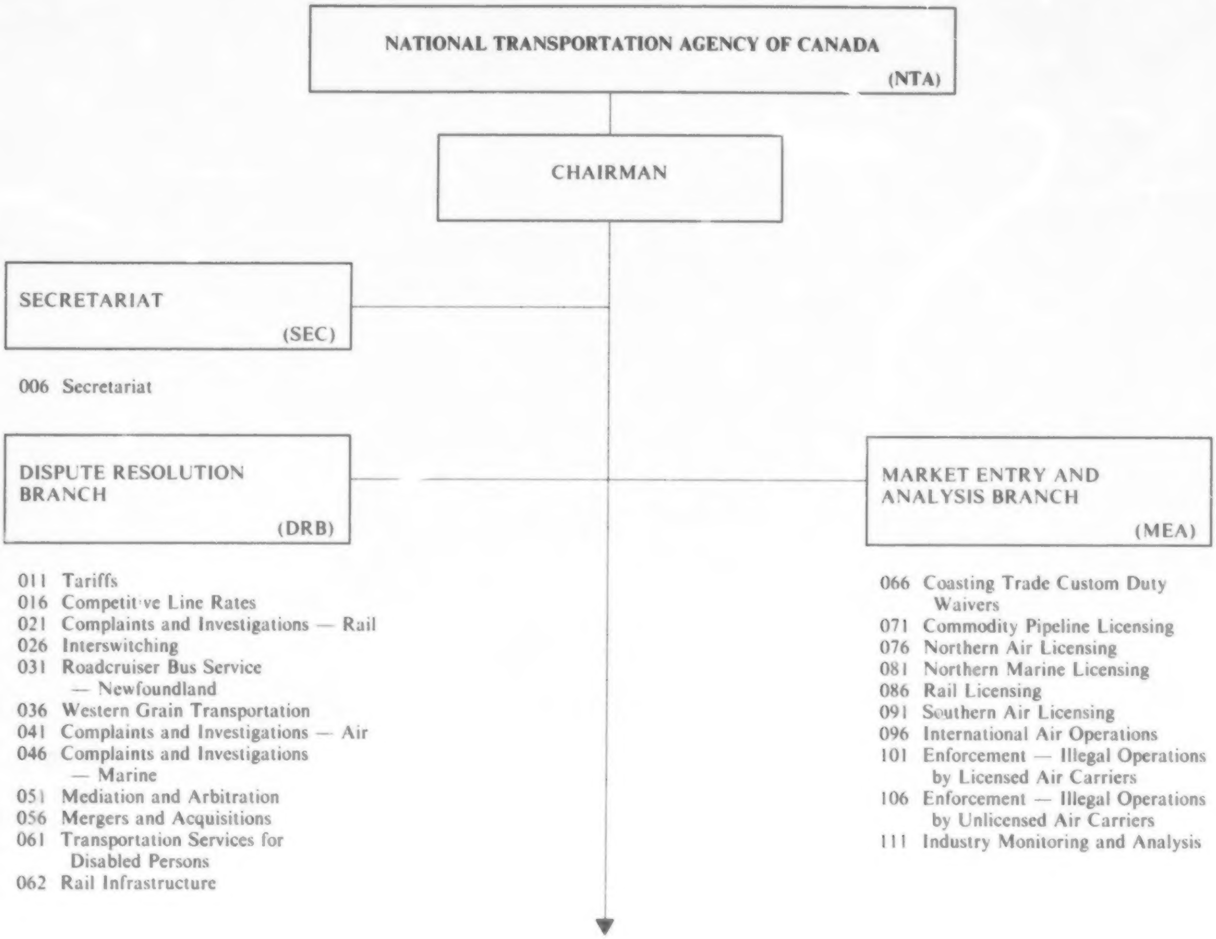
The information in the class of records NTA/TSB-116 has been incorporated into the following new class of records:

NTA/CMR-183	Transportation Subsidies — Atlantic Region

The following classes of records have been transferred to Transport Canada:

NTA/RSB-186	Dangerous Commodities
NTA/RSB-191	Equipment and Infrastructure Quality Control
NTA/RSB-196	Railway-Highway Crossings, Railway Signalling and Train Control
NTA/RSB-201	Standards and Regulations

NATIONAL TRANSPORTATION AGENCY OF CANADA



NATIONAL TRANSPORTATION AGENCY OF CANADA
(NTA)

CHAIRMAN

SECRETARIAT
(SEC)

006 Secretariat

DISPUTE RESOLUTION BRANCH
(DRB)

011 Tariffs
016 Competitive Line Rates
021 Complaints and Investigations — Rail
026 Interswitching
031 Roadcruiser Bus Service — Newfoundland
036 Western Grain Transportation
041 Complaints and Investigations — Air
046 Complaints and Investigations — Marine
051 Mediation and Arbitration
056 Mergers and Acquisitions
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MARKET ENTRY AND ANALYSIS BRANCH
(MEA)

066 Coasting Trade Custom Duty Waivers
071 Commodity Pipeline Licensing
076 Northern Air Licensing
081 Northern Marine Licensing
086 Rail Licensing
091 Southern Air Licensing
096 International Air Operations
101 Enforcement — Illegal Operations by Licensed Air Carriers
106 Enforcement — Illegal Operations by Unlicensed Air Carriers
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NATIONAL TRANSPORTATION AGENCY OF CANADA

TRANSPORTATION SUBSIDIES BRANCH

(TSB)

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CORPORATE MANAGEMENT AND REGIONAL OPERATIONS BRANCH

(CMR)

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ACCESS TO INFORMATION
CO-ORDINATOR
NATIONAL TRANSPORTATION AGENCY
OF CANADA
JULES LÉGER BUILDING
15 EDDY STREET
HULL, QUEBEC
(MAIL: OTTAWA, ONTARIO K1A 0N9)

Chapter 73

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL OF CANADA

A. GENERAL INFORMATION

Historical Background

The Natural Sciences and Engineering Research Council of Canada (NSERC) was established in 1978 in accordance with Part III of the *Government Organization (Scientific Activities) Act*, 1976.

Responsibilities

The function of the Council is to promote and support research in the natural sciences and engineering, other than the health sciences, and to advise the Minister (currently the Minister of State for Science and Technology) on such research. The Council is responsible for the management and administration of the Program of Scholarships and Grants in Aid of Research.

Legislation

- Government Organization (Scientific Activities) Act

Organizational Units and their Role

Executive Offices

The Executive Offices include the office of the President, who is the chief executive officer of Council, and that of the Executive Vice-President, who is also the Treasurer of the Council. As Council's most senior excutives, they are responsible for the overall management and direction of the work of the staff of the Council in the development and delivery of programs.

Secretariat-General

The Secretariat-General, headed by the Secretary-General of Council, co-ordinates the administration of a complex network of committees which form the basis of NSERC's operations. The Secretariat-General also manages program planning, budgeting and evaluation activities and the Council's internal and external communications function, including publishing and public and media relations.

Research Grants Directorate

This directorate co-ordinates the activity associated with support of the research base (operating grants in support of a spectrum of research activities, collaborative research initiatives, grants for the purchase, operation and maintenance of research equipment, facilities and installations) as well as the prestigious E.W.R. Steacie Memorial Fellowships. This activity includes the provision of operational support to selection committees composed of external experts in a series of complex peer-adjudicated competition processes, in program planning and management and in day to day awards administration.

Scholarships and International Programs Directorate

This directorate administers competitions, provides operations support to adjudication committees and manages the day to day activity associated with a wide range of awards to undergraduate and graduate students, postdoctoral fellows and scientists and engineers for advanced study and research training in Canadian universities, industry, government laboratories, and abroad.

Targeted Research Directorate

This directorate administers programs intended to promote research in selected fields of national importance and to forge closer links between the university research community, research-oriented government departments and the private sector. These programs include strategic grants and research partnerships.

Corporate Systems and Services Directorate

This directorate is responsible for the systems and services which support NSERC's officers and staff and facilitate the implementation of programs. In general, this includes administration, finance, personnel and information management activities.

Manuals

- Administrative Policy Manual (Treasury Board)
- Awards Guide
- Guide on Financial Administration for Departments and Agencies of the Government of Canada (Treasury Board)
- Peer Review Manual
- Personnel Management Manual (Treasury Board)
- Procedures for the Administration of the Strategic Grants Program
- Scholarships and Fellowships Guide

Additional Information

Additional information on the Council's organization, programs and services can be obtained by contacting:

Communications Division
Natural Sciences and Engineering Research Council
Centennial Towers, 4th Floor
200 Kent Street
Ottawa, Ontario
K1A 1H5
(613) 995-5992

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL OF CANADA

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Natural Sciences and Engineering Research Council
Centennial Towers, 4th Floor
200 Kent Street
Ottawa, Ontario
K1A 1H5
(613) 995-6214

Reading Room

NSERC has designated one of its meeting rooms, in accordance with section 71 of the *Access to Information Act*, as a reading room where the public may inspect manuals used by employees in administering or carrying out programs that affect the public. The address is: 4th Floor, Centennial Towers, 200 Kent Street, Ottawa, Ontario.

Classes of Records

SER/SEC-006 *Formerly identified as:* SER/OPS-005, 010
Secretariat
Description: Information related to the organizational structure, membership, agenda, minutes and activities of the Council and its permanent advisory and special purpose committees. *Topics:* Terms of reference, agenda and minutes, membership, committees. *Retrievability:* Information arranged by subject or by committee.

SER/SEC-011 *Formerly identified as:* SER/OPS-005
Policy and Planning
Description: Information related to corporate and long-range planning and policy development activity. *Topics:* Policy and planning, five-year plans, organizational development. *Retrievability:* Files arranged by subject.

SER/SEC-016 *Formerly identified as:* SER/OPS-005
Evaluation and Audit
Description: Information related to internal audits and to the evaluation of NSERC's programs, corporate systems and services. *Topics:* Program evaluation, internal audit. *Retrievability:* Files arranged by subject.

SER/SEC-021
Communications (New)
Description: Information related to the administration and management of NSERC's internal and external communications function including publishing, public and media relations. *Topics:* Communications, public relations, publications. *Retrievability:* Files arranged by subject.

SER/RES-026 *Formerly identified as:* SER/GSA-015
Operating Grants
Description: Information related to NSERC's operating grants program which is aimed at the promotion and support of a broad base of high quality research in the natural sciences and engineering in Canadian universities. *Topics:* Operating grants — (individual, team and project); research grants, university research, funding of university research. *Retrievability:* Files arranged by name of applicant, university, and year. *Storage Media:* Computer database and paper case files.

SER/RES-031 *Formerly identified as:* SER/GSA-015, 020
Collaborative Research Initiatives
Description: Information related to a series of NSERC programs designed to support collaboration among Canadian scientists and engineers. *Topics:* Collaborative special projects and programs; infrastructure grants. *Retrievability:* Files arranged by applicant, university, program, and year. *Storage Media:* For certain programs information maintained in case files is held in a computerized database.

SER/RES-036 *Formerly identified as:* SER/GSA-020
Equipment Grants
Description: Information related to NSERC's role in enhancing the research capability of university researchers and providing a stimulating environment for research by supporting the purchase of research equipment and installations. *Topics:* Equipment grants; major installation grants; research equipment; university research. *Retrievability:* Files arranged by applicant, university, year. *Storage Media:* Computer database and paper case files.

SER/RES-041 *Formerly identified as:* SER/GSA-040
General Research Grants
Description: Information related to funds made available to presidents of eligible universities on the basis of the number of researchers at the university receiving NSERC support, as well as information related to special supplements for smaller universities. *Topics:* General Research Grants; university research; funding university research; small universities. *Retrievability:* Information arranged by university and year.

SER/RES-045 *Formerly identified as:* SER/GSA-015, 035 and 040
Other General Support
Description: Information related to a series of NSERC special programs and mechanisms aimed at the promotion and support of research activity nor supported by the Operating Grants Program or other programs which support the university research base. *Topics:* E. W. R. Steacie Memorial Fellowships; Special Forestry Support; *Attachés de recherche du CRSNG*; conference grants; scientific publications grants. *Retrievability:* Information arranged by name of applicant and/or university, program, and year. *Storage Media:* Computer database and paper case files.

SER/SIP-050 *Formerly identified as:* SER/GSA-025
Undergraduate Research Awards
Description: Information related to awards intended to stimulate the interest of undergraduates be exposing them to researh settings in universities and industry. *Topics:* University Undergraduate Student Research Awards; Industrial Undergraduate Student Research Awards; scholarships. *Retrievability:* Files arranged by name of applicant and year. *Storage Media:* Computer database and paper case files.

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL OF CANADA

SER/SIP-055 *Formerly identified as:* SER/GSA-025
Postgraduate Scholarships
Description: Information related to NSERC programs which aim to assist in the provision of highly qualified scientists and engineers by providing financial support to excellent students working toward a master's or doctoral degree in the natural sciences or engineering. *Topics:* Postgraduate Scholarships; 1967 Science and Engineering Scholarships; Postgraduate Scholarships in Science Librarianship and Documentation; scholarships. *Retrievability:* Files arranged by name of applicant, program and year. *Storage Media:* Computer database and paper case files.

SER/SIP-060 *Formerly identified as:* SER/GSA-025
Research Fellowships
Description: Information related to NSERC programs which provide recent doctoral graduates in science and engineering disciplines with opportunities to add to their experience by engaging in research activities in universities and research institutes in Canada and abroad, and in Canadian research-oriented companies. *Topics:* Postdoctoral Fellowships; University Research Fellowships; Industrial Research Fellowships. *Retrievability:* Files arranged by name of applicant, program and year. *Storage Media:* Computer database and paper case files.

SER/SIP-065 *Formerly identified as:* SER/GSA-025, 040
International Activities
Description: Information related to NSERC programs aimed at fostering co-operation and collaboration between Canadian researchers and scientists and engineers in other countries through such activities as joint projects, visits and exchanges. Also information related to NSERC's efforts to alert Canadian universities, governments and companies to the availability of highly qualified Canadian research personnel studying or working in other countries. *Topics:* International Scientific Exchange Awards; Register of Canadians Studying Abroad; Bilateral Exchange Programs; International Collaborative Research Grants; CIDA/NSERC Research Associateships. *Retrievability:* Files arranged by applicant name, program and year. *Storage Media:* Computer database and paper case files.

SER/TAR-070 *Formerly identified as:* SER/GSA-005 and SER/GSA-010
Strategic Grants
Description: Information related to NSERC's program of strategic grants which provide support to eligible researchers or teams of researchers in Canadian academic institutions for the initiation or acceleration of substantial projects in certain areas of national concern. *Topics:* Strategic grants; grants; university research; funding of university research. *Retrievability:* Files are arranged by name of principal applicant, university, and year. *Storage Media:* Computer database and paper case files.

SER/TAR-075 *Formerly identified as:* SER/GSA-030
Research Partnerships
Description: Information related to NSERC's Research Partnerships program which promotes and supports joint research initiatives and collaboration between universities, Canadian companies, and research-oriented federal government departments. *Topics:* University-industry programs; university-government programs, research and development. *Retrievability:* Files arranged by subject or by case file number. *Storage Media:* Computerized database and paper case files.

SER/CSS-901
Administration (New)
Description: See Standard Classes of Records.

SER/CSS-902
Acts and Legislation (New)
Description: See Standard Classes of Records.

SER/CSS-903
Administrative and Management Services (New)
Description: See Standard Classes of Records.

SER/CSS-904
Co-operation and Liaison (New)
Description: See Standard Classes of Records.

SER/CSS-905
Buildings and Properties (New)
Description: See Standard Classes of Records.

SER/CSS-907
Lands (New)
Description: See Standard Classes of Records.

SER/CSS-908
Utilities (New)
Description: See Standard Classes of Records.

SER/CSS-909
Equipment and Supplies (New)
Description: See Standard Classes of Records.

SER/CSS-910
Furniture and Furnishings (New)
Description: See Standard Classes of Records.

SER/CSS-911
Office Appliances (New)
Description: See Standard Classes of Records.

SER/CSS-912
Procurement (New)
Description: See Standard Classes of Records.

SER/CSS-913
Vehicles (New)
Description: See Standard Classes of Records.

SER/CSS-914
Finance (New)
Description: See Standard Classes of Records.

SER/CSS-915
Accounts and Accounting (New)
Description: See Standard Classes of Records.

SER/CSS-917
Budgets (New)
Description: See Standard Classes of Records.

SER/CSS-918
Personnel (New)
Description: See Standard Classes of Records.

SER/CSS-919
Classification of Positions (New)
Description: See Standard Classes of Records.

SER/CSS-920
Employment and Staffing (New)
Description: See Standard Classes of Records.

SER/CSS-921
Human Resources (New)
Description: See Standard Classes of Records.

SER/CSS-922
Occupational Health, Safety and Welfare (New)
Description: See Standard Classes of Records.

SER/CSS-923
Official Languages (New)
Description: See Standard Classes of Records.

SER/CSS-924
Pensions and Insurance (New)
Description: See Standard Classes of Records.

SER/CSS-925
Salaries and Wages (New)
Description: See Standard Classes of Records.

SER/CSS-926
Staff Relations (New)
Description: See Standard Classes of Records.

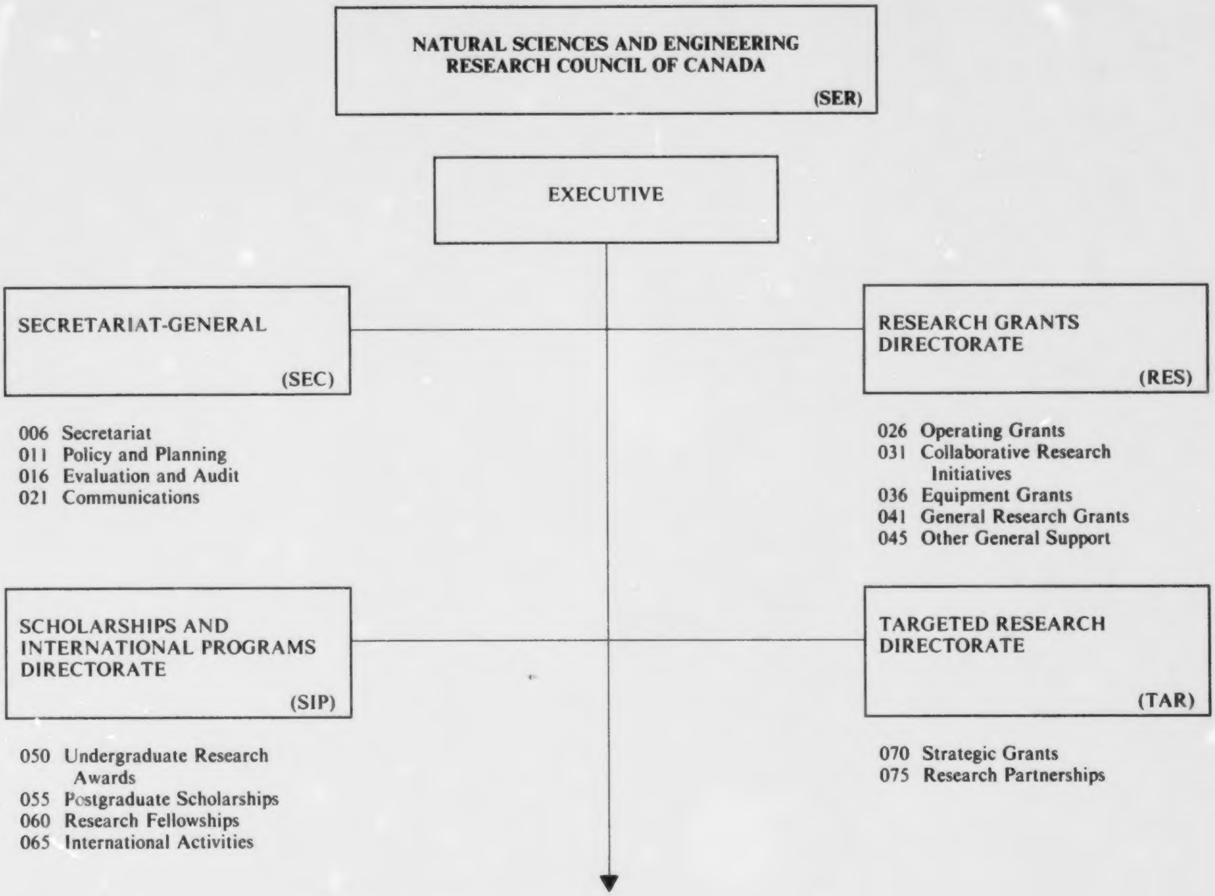
SER/CSS-927
Training and Development (New)
Description: See Standard Classes of Records.

Deleted Classes of Records

The following classes of records have been deleted as a result of reorganization with NSERC. The information they contained has been incorporated into other classes of records which describe NSERC's activities and information holdings in greater detail.

SER/OPS-005	Organization and Planning
SER/OPS-010	Committees
SER/GSA-015	Research Grants
SER/GSA-020	Research Infrastructure
SER/GSA-025	Research Manpower
SER/GSA-030	University-Industry Program
SER/GSA-035	Developmental Grants
SER/GSA-040	General Research Support

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL OF CANADA



NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL OF CANADA (SER)

EXECUTIVE

SECRETARIAT-GENERAL (SEC)

006 Secretariat
011 Policy and Planning
016 Evaluation and Audit
021 Communications

RESEARCH GRANTS DIRECTORATE (RES)

026 Operating Grants
031 Collaborative Research Initiatives
036 Equipment Grants
041 General Research Grants
045 Other General Support

SCHOLARSHIPS AND INTERNATIONAL PROGRAMS DIRECTORATE (SIP)

050 Undergraduate Research Awards
055 Postgraduate Scholarships
060 Research Fellowships
065 International Activities

TARGETED RESEARCH DIRECTORATE (TAR)

070 Strategic Grants
075 Research Partnerships

NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL OF CANADA

CORPORATE SYSTEMS AND SERVICES DIRECTORATE
(CSS)

901	Administration
902	Acts and Legislation
903	Administrative and Management Services
904	Co-operation and Liaison
905	Buildings and Properties
907	Lands
908	Utilities
909	Equipment and Supplies
910	Furniture and Furnishings
911	Office Appliances
912	Procurement
913	Vehicles
914	Finance
915	Accounts and Accounting
917	Budgets
918	Personnel
919	Classification of Positions
920	Employment and Staffing
921	Human Resources
922	Occupational Health, Safety and Welfare
923	Official Languages
924	Pensions and Insurance
925	Salaries and Wages
926	Staff Relations
927	Training and Development

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NATURAL SCIENCES AND ENGINEERING
RESEARCH COUNCIL OF CANADA
4th FLOOR, CENTENNIAL TOWERS
200 KENT STREET
OTTAWA, ONTARIO
K1A 1H5

Chapter 74

NORTHERN PIPELINE AGENCY CANADA

A. GENERAL INFORMATION

Historical Background

The Northern Pipeline Agency (NPA) was created with the proclamation of the *Northern Pipeline Act* in April 1978, to oversee planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project by the Foothills Group of Companies. Pending resumption of planning and construction of the pipeline, the only office in the Agency that is staffed is the Office of the Commissioner, which maintains a small support staff.

Responsibilities

The Agency's mandate is twofold. It is required to regulate the project and to streamline and expedite the approvals process. It is also responsible for ensuring that the pipeline system yields for Canadians the maximum economic and industrial benefit with the least amount of social and environmental disruption, particularly to native communities.

The Agency was designed to act as a single window between federal authorities and the Foothills Group of Companies, and between provincial and territorial governments, and the Government of the United States. In keeping with the Act, many regulatory powers of other federal departments and agencies related to the pipeline project have been delegated to the Agency. This is not the case for those powers reserved exclusively to the National Energy Board or shared between the Board and the Agency.

Legislation

- Northern Pipeline Act, R.S.C. 1985, chapter N-26

Organizational Units and their Role

Office of the Commissioner

As Agency headquarters, the Office provides support to both the Minister responsible for the Agency and the Commissioner. The Office is responsible for developing and consulting on major policy issues between the United States, the provinces, and federal departments and agencies, concerning the planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project.

Office of the Administrator

This unit exercises such powers and performs such duties and functions as the Minister may specify.

Office of the Designated Officer

This unit carries out all the responsibilities specifically required under the *Northern Pipeline Act*.

Policy and Programs Unit (not staffed)

This unit is responsible for most aspects of the Agency's operational role not assigned by statute to the deputy adminstrator and designated officer, and for contributing to those orders, directions and approvals for the designated officer which require the Minister's concurrence. It is also responsible for socio-economic and environmental matters, industrial benefits, relationships with federal, provincial and territorial government departments, and manpower planning and logistical matters related to the project. It holds special policy responsibilities for the internal planning and administration of the Agency in matters of financial management and adminstration.

Socio-economic and Environment Unit (not staffed)

This unit acts as liaison with various public interest groups and territorial, provincial and federal bodies; advises on socio-economic and environmental policies and procedures; administers terms and conditions; carries out socio-economic and environmental surveillance and monitoring to minimize the negative effects and maximize the benefits of construction and operation of the pipeline. It advises the Agency, federal, provincial and territorial government departments, and community and native groups, and confers with the owners, contractors, and unions on matters related to the avoidance and resolution of labour disputes on the project.

Scheduling and Regulatory Unit (not staffed)

This unit oversees the project scheduling and cost control procedures involved in building the pipeline, including scheduling, critical path planning, and cost review and monitoring. It is also involved in the major areas of project progress information centre and surveillance proceedings, right-of-way responsibilities delegated by the National Energy Board, as well as the issue of permits and orders to ensure correct technical content.

Engineering Design Unit (not staffed)

This unit has the responsibility for design review and ensuring that appropriate methods are follwed by the pipeline engineering section with each company of the Foothills Group. It is responsible for the approval of all engineering design of the pipeline, as well as for providing direction to personnel who will ensure that the company conforms with the engineering requirements, orders, specifications and terms and conditions related to the construction of the pipeline.

NORTHERN PIPELINE AGENCY CANADA

Manuals

(Office of the Designated Officer)
- Designated Items — Procurement Program
- Engineering and Technical Orders
- Environmental Terms and Conditions
- Schedule III to the *Northern Pipeline Act*
- Socio-economic Terms and Conditions

(Policy and Programs)
- Alaska Highway Gas Pipeline Project Report on Transportation and Logistics — August 1, 1980, and March 1, 1981; also February 27, 1981
- Alaska Highway Pipeline Project, Logistics — August 1980
- Manual of Internal Administration

(Scheduling and Regulatory)
- Consolidated Monthly Progress Reports
- Final Design Cost Estimate Phase I, Eastern Leg — December 1980
- Final Design Cost Estimate Prebuild, Western Leg — April 1980
- Final Design Cost Estimate Prebuild, Western Leg Re-submission — September 1980
- Phase I Progress Report
- Reports of Non-compliance Issued to Foothills by Surveillance Officers
- Station Construction Reports
- 1982 Operations and Maintenance Expense Budget, Zone 7 and 8

(Engineering Design)
- Commissioning
- Compressor Stations
- Crossings
- Flow Studies
- Leave to Open
- Monitoring Procedures
- Operator's Manual
- Pipeline and Compressor Testing and Acceptance Plans
- Regulatory Submission Schedules
- Stress Analyses, Frost Heave, Settlement, Muskeg, Pipe Stability, Earthquake

Additional Information

Requests for further information about the Agency and its various programs and functions may be directed to:

Special Advisor on Policy and Public Affairs
Northern Pipeline Agency
Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
(613) 993-7466

B. CLASSES OF RECORDS

Access Procedures

Please direct all formal requests under the *Access to Information Act* to:

Access to Information and Privacy Co-ordinator
Northern Pipeline Agency
Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
(613) 993-7466

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: Lester B. Pearson Building, 125 Sussex Drive, Ottawa, Ontario.

Classes of Records

NPA/COM-005
Policy
Description: Information on federal-provincial, intergovernmental and international relations and negotiations concerning financing, construction, agreements, tariffs, gas exports and legislation.

NPA/ADM-010
Secretariat Operations
Description: Information on all formal communications between NPA operational headquarters, regional offices, the Foothills Group of Companies, federal, provincial and territorial governments, industry and the public. *Topics:* Corporations, companies and firms; government liaison; public relations.

NPA/ADM-015
Advisory Councils
Description: Information on relations with Advisory Councils to assist the Minister and Commissioner in carrying out the objects of the *Northern Pipeline Act*.

NPA/ADM-020
Yukon Regional Office
Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in the Yukon with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. *Topics:* Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. *Retrievability:* Files are arranged by subject and construction zone.

NPA/ADM-025
British Columbia Regional Office
Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in British Columbia with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. *Topics:* Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. *Retrievability:* Files are arranged by subject and construction zone.

NORTHERN PIPELINE AGENCY CANADA

NPA/ADM-030
Legal Affairs
Description: Information on the administration of legal matters; also opinions and decisions. *Topics:* Policy; Commissioner of Oaths; interpretation and application of legislation.

NPA/ADM-035
Public Affairs
Description: Information on NPA public relations, community information, media liaison and employee communications. *Topics:* Information services; advertising; communications strategies.

NPA/ODO-040
Delegated Authorities
Description: Information on the exercise and performance of certain powers, duties and functions delegated to the Northern Pipeline Agency by other government departments. *Topics:* Delegation of authority from the National Energy Board; delegation of authority under the National Energy Board Gas Pipeline Regulations; delegation of authority under the *Northern Pipeline Act*. *Retrievability:* Files arranged by subject and construction zone.

NPA/TRA-045
Logistics Transportation
Description: Information on logistical plans and activities from the standpoint of their effects on transportation systems. *Topics:* Transportation — pipe; air transportation systems; rail transportation systems. *Retrievability:* Files arranged by subject and construction zone.

NPA/TRA-050
Government Programs
Description: Information on the powers and authorities delegated to the NPA by other federal departments and agencies, except the National Energy Board. *Topics:* Permits and orders; land tenure and use; field surveillance scheduling and administration. *Retrievability:* Files arranged by subject and construction zone.

NPA/TRA-055
Industrial Benefits
Description: Information on the economic benefits to Canada of the construction of the Alaska Highway Gas Pipeline through the purchase of pipeline material. *Topics:* Pipe procurement; valve procurement; turbine-compressor packages; fittings procurement; Canadian content. *Retrievability:* Files arranged by subject and construction zone.

NPA/SEE-060
Socio-economic Issues
Description: Information on socio-economic issues such as manpower, social services and employment opportunities; also issues related to the existence of the pipeline. *Topics:* Social, economic and environmental effects; plans and plan schedules for pipeline construction; social services; opportunity measures; business opportunities; communities. *Retrievability:* Files arranged by subject and segment of the line.

NPA/SEE-065
Social and Cultural Issues
Description: Information on social and cultural matters, particularly as they relate to the effect of pipeline construction on the culture and livelihood of the indigenous peoples living along its route. *Topics:* Trap-line compensation; loss of livelihood; native harvesting; archaeological sites; protection of recreational areas; burial sites. *Retrievability:* Files arranged by subject and segment of the pipeline.

NPA/SEE-070
Environment
Description: Information on all aspects of the environment, including climatic conditions in areas through which the pipeline passes, any changes and their effects on pipeline construction. *Topics:* Environmental impact settlement; biological effects; wildlife; pollution; permafrost, frost heave, and ice. *Retrievability:* Files arranged by subject and segment of the pipeline.

NPA/SEE-075
Manpower
Description: Information on manpower planning, requirements, reporting, recruiting, training, orientation and compensation as they relate to construction of the Alaska Highway Gas Pipeline. *Topics:* Information and recruitment; native hiring and opportunities; training and hiring preferences; manpower inventory; health plans, housing and work camps; contractor-union undertakings; female workers; statistics; manpower counts; construction manpower reports; surveillance manpower reports. *Retrievability:* Files arranged by subject and segment of the line.

NPA/SRU-080
Surveillance Information
Description: Information on the day-to-day operations associated with pipeline and station construction. *Topics:* Diaries and reports; daily field orders; construction progress reports; equipment reports; reports of non-compliance. *Retrievability:* Files arranged by subject and segment of the line.

NPA/SRU-085
Right-of-Way
Description: Information on the acquisition of land for the construction of the pipeline or of any facilities associated with it. *Topics:* Service of land owners; land acquisition status reports; right-of-way; grant of easement; applications for leave to take additional lands; acquisition of work space; public hearings. *Retrievability:* Files arranged by subject and construction zone.

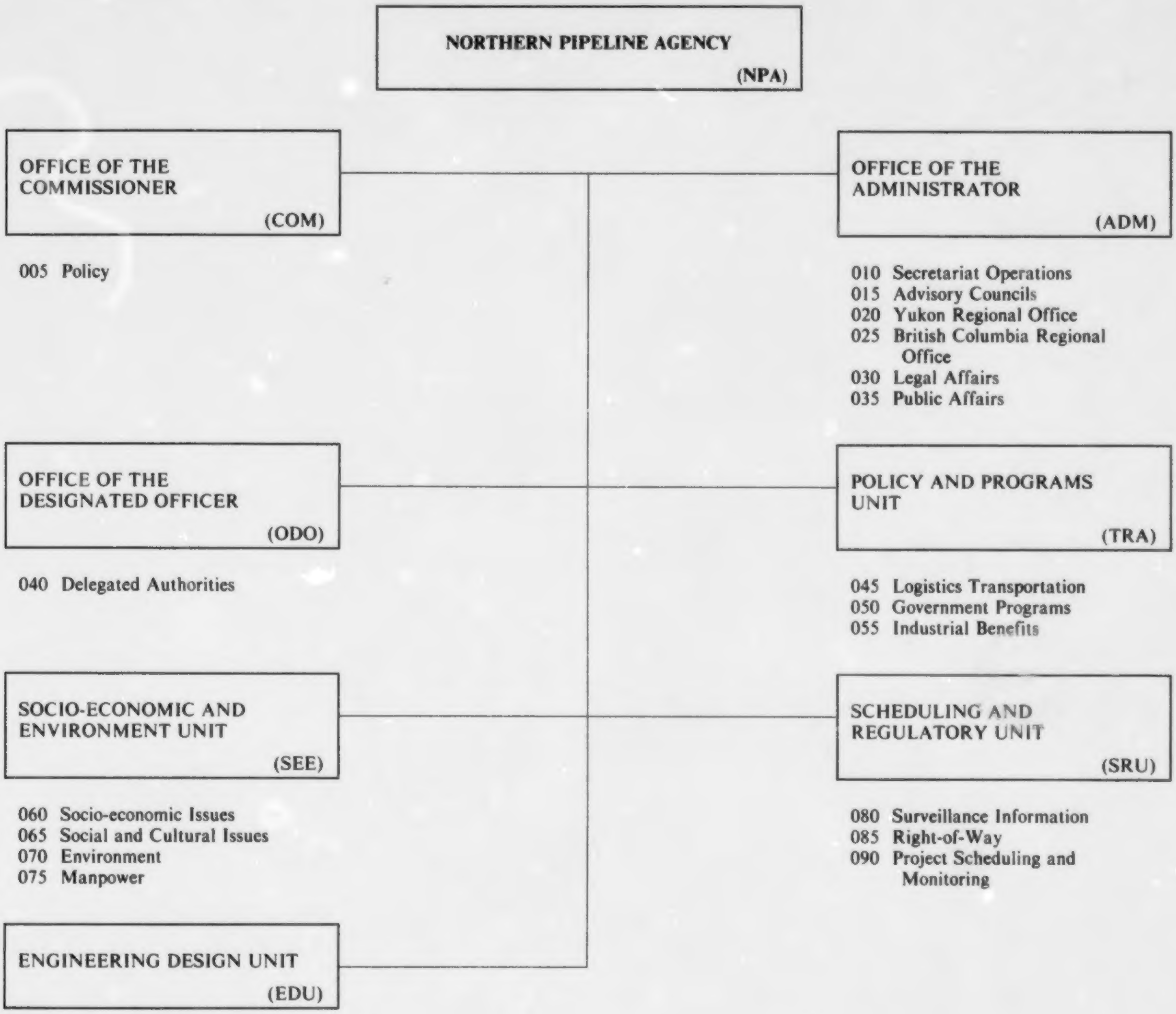
NPA/SRU-090
Project Scheduling and Monitoring
Description: Information on regulatory matters, construction scheduling and monitoring, cost control and critical path planning for the project. *Retrievability:* Files arranged by construction zone.

NPA/EDU-095
Engineering Design and Development
Description: Information on the engineering design and development necessary before the construction of the pipeline. *Topics:* Specifications and codes; analyses and tests; materials engineering; geotechnical design; pipeline design. *Retrievability:* Files arranged by subject and construction zone.

NPA/EDU-100
Engineering and Operational File
Description: Information on all engineering aspects associated with the operational phase of the pipeline. *Topics:* Analyses and tests; compressor stations; meter stations; pipeline stress; engineering

surveillance; pipeline crossings. *Retrievability:* Files arranged by subject and construction zone.

NORTHERN PIPELINE AGENCY CANADA



NORTHERN PIPELINE AGENCY (NPA)

OFFICE OF THE COMMISSIONER (COM)

005 Policy

OFFICE OF THE ADMINISTRATOR (ADM)

010 Secretariat Operations
015 Advisory Councils
020 Yukon Regional Office
025 British Columbia Regional Office
030 Legal Affairs
035 Public Affairs

OFFICE OF THE DESIGNATED OFFICER (ODO)

040 Delegated Authorities

POLICY AND PROGRAMS UNIT (TRA)

045 Logistics Transportation
050 Government Programs
055 Industrial Benefits

SOCIO-ECONOMIC AND ENVIRONMENT UNIT (SEE)

060 Socio-economic Issues
065 Social and Cultural Issues
070 Environment
075 Manpower

SCHEDULING AND REGULATORY UNIT (SRU)

080 Surveillance Information
085 Right-of-Way
090 Project Scheduling and Monitoring

ENGINEERING DESIGN UNIT (EDU)

095 Engineering Design and Development
100 Engineering and Operational File

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
NORTHERN PIPELINE AGENCY
LESTER B. PEARSON BUILDING
125 SUSSEX DRIVE
OTTAWA, ONTARIO
K1A 0G2

Chapter 75

NORTHWEST TERRITORIES WATER BOARD

A. GENERAL INFORMATION

Historical Background

The Northwest Territories Water Board was established under section 7 of the *Northern Inland Waters Act*, which was proclaimed on February 28, 1972.

Responsibilities

The Board provides for the conservation, development and use of the water resources of the Northwest Territories in a manner that will provide the optimum benefit for all Canadians, and for the residents of the Territories in particular. Under the Act, an application must be made to the Board, and a licence issued, prior to the use of any waters or diposal of any water-borne waste. The requirement for application applies equally to departments and agencies of the federal government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire, or on an emergency basis, for controlling or preventing a flood, and exempted uses under the Regulations.

Legislation

- Northern Inland Waters Act
- Northern Inland Waters Regulations

Organizational Units and their Role

The Board consists of not fewer than three and not more than nine members appointed by the Minister of Indian Affairs and Northern Development. It is made up of at least one nominee from those departments of the Government of Canada which, in the opinion of the Governor in Council, are most directly concerned with the management of the water resources in the Northwest Territories, and at least six persons named by the Commissioner in Council of the Northwest Territories.

Professional and technical staff is provided by the Minister of Indian Affairs and Northern Development to help conduct the business of the Board and its activities. A Technical Advisory Committee was established in 1973 to provide a forum for the discussion of technical matters related to applications for use of water. An Environmental Advisory Committee was established in 1986 to address issues of water quality standards and environmental impact monitoring in the Northwest Territories.

Additional Information

Requests for further information about the Board and its various programs and functions may be directed to:

Northwest Territories Water Board
9th Floor, Precambrian Building
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3
(403) 920-8191

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Northwest Territories Water Board
9th Floor, Precambrian Building
P.O. Box 1500
Yellowknife, N.W.T.
X1A 2R3
(403) 920-8191

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: Precambrian Building, 9th Floor, Yellowknife, Northwest Territories.

Chapter 76

OFFICE OF PRIVATIZATION AND REGULATORY AFFAIRS OF CANADA

A. GENERAL INFORMATION

Historical Background

The Office of Privatization and Regulatory Affairs was established in December 1986, as part of the government's program of economic renewal and better management.

Responsibilities

The Office of Privatization and Regulatory Affairs has two main objectives: the divestiture of selected Crown corporations and the improved management of the regulatory process.

Organizational Units and their Role

Deputy Minister

Overall responsibility for the direction of the affairs of the Office of Privatization and Regulatory Affairs rests with the Deputy Minister, its permanent head and senior advisor to the Minister responsible for Privatization and Regulatory Affairs.

Privatization Branch

The Privatization Branch plays a central role in the sale of federal Crown corporations and other corporate holdings that no longer require government ownership to fulfil a public policy role. The process itself is complex, requiring consideration of a broad spectrum of public policy, financial and employee concerns to ensure the longer-term viability of the company in the private sector and fair treatment of the company's employees. The rigorous five-stage process followed by the Branch consists of initial analysis, in-depth policy review, legislation, preparation for sale, and implementation of the sale. Following these steps ensures full consideration of all factors and allows for decisions to be taken at appropriate intervals.

Regulatory Affairs Branch

The Regulatory Affairs Branch is concerned with ensuring "smarter regulation". These efforts are concentrated on three fronts: efficient regulatory management within the federal government, a regulatory process that is more open and accountable to elected representatives and the public, and regulatory policies which ensure that benefits exceed costs. The intent of these initiatives is to ensure that regulations are economically and socially responsible, responsive to the public, and not unduly onerous.

Policy and Co-ordination

Under the direction of the Deputy Minister, the Policy and Co-ordination Branch provides an overall strategic planning function for the Minister, encompassing his responsibilities relating to Privatization and Regulatory Affairs; co-ordinates material required by the Minister for his Cabinet and Cabinet Committee responsibilities; provides briefings for Question Period and other activities of the House, i.e., introduction of legislation, co-ordination of all ministerial and executive correspondence.

Communications Branch

The Communications Branch manages the overall internal and external information programs for the Office of Privatization and Regulatory Affairs; under the direction of the Deputy Minister, works with the Minister's staff to ensure proper support for the Minister with respect to news conferences, media statements, speeches, etc.; and ensures the availability of other public or private sector communications support services, as required.

Administration and Executive Services Branch

The Administration and Executive Services Branch serves as a central point of liaison with the Department of Finance to ensure provision of all services relating to personnel, finance, security, purchasing, etc. This branch also provides direct service in the following areas: central records, executive correspondence, Cabinet document distribution, contracts, and access to information and privacy.

Manuals

- The Federal Regulatory Process

Additional Information

Requests for further information about the Office of Privatization and Regulatory Affairs and its various programs and functions may be directed to:

Office of Privatization and
Regulatory Affairs
Communications Branch
5th Floor, Heritage Place
155 Queen Street
Ottawa, Ontario
K1A 1J2
(613) 957-3450

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

OFFICE OF PRIVATIZATION AND REGULATORY AFFAIRS OF CANADA

Access to Information Co-ordinator
Administration and Executive Services
Office of Privatization and Regulatory Affairs
6th Floor, Heritage Place
155 Queen Street
Ottawa,Ontario
K1A 1J2
(613) 957-4375

Reading Room

A room has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: Heritage Place, 155 Queen Street, 6th Floor, Ottawa, Ontario.

Classes of Records

PRA/PVB-005
Privatization of Crown Corporations
Description: Information on the privatization of Crown corporations, including annual reports, corporate plans, prospectuses and privatization issues. *Topics:* Meetings; correspondence; reports.

PRA/RAB-010
Interest Groups
Description: Correspondence, memoranda and reports relating to groups with an interest in regulatory policy. *Topics:* Meetings and seminars; small business topics; specific regulatory topics of interest to specific groups.

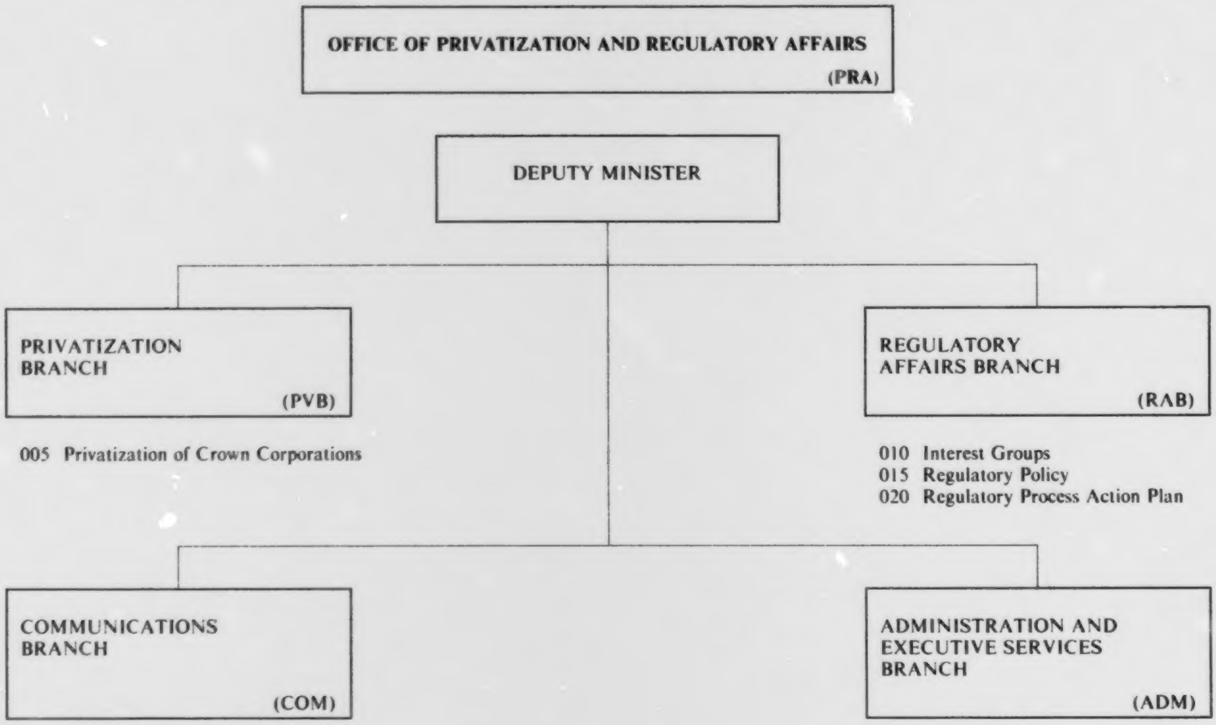
PRA/RAB-015
Regulatory Policy
Description: Studies, reports, correspondence and memoranda on regulatory reform, regulatory initiatives, deregulation. *Topics:* Sectors such as telecommunications, transportation, women's issues, consumer issues, financial institutions, intergovernmental policy issues.

PRA/RAB-020
Regulatory Process Action Plan
Description: Directives, agendas, procedures, and other managerial documents related to the government's regulatory process. *Topics:* Reports of meetings and committees; methods for handling actions such as pre-publication; ministerial regulations; regulatory agencies.

PRA/COM-025
Communications
Description: Information on the implementation of the Office's aims and objectives through media relations and public information programs. *Topics:* Media review; press clippings.

PRA/ADM-030
Access Requests
Description: Requests under the *Access to Information Act* to access records under the control of the Office of Privatization and Regulatory Affairs, replies to such requests and information relevant to the processing of such requests. *Topics:* Privatization and regulatory affairs.

OFFICE OF PRIVATIZATION AND REGULATORY AFFAIRS OF CANADA


OFFICE OF PRIVATIZATION AND REGULATORY AFFAIRS (PRA)
DEPUTY MINISTER
PRIVATIZATION BRANCH (PVB)
REGULATORY AFFAIRS BRANCH (RAB)
COMMUNICATIONS BRANCH (COM)
ADMINISTRATION AND EXECUTIVE SERVICES BRANCH (ADM)

PRIVATIZATION BRANCH (PVB)

005 Privatization of Crown Corporations

REGULATORY AFFAIRS BRANCH (RAB)

010 Interest Groups
015 Regulatory Policy
020 Regulatory Process Action Plan

COMMUNICATIONS BRANCH (COM)

025 Communications

ADMINISTRATION AND EXECUTIVE SERVICES BRANCH (ADM)

030 Access Requests

ACCESS TO INFORMATION
CO-ORDINATOR
ADMINISTRATION AND EXECUTIVE
SERVICES
OFFICE OF PRIVATIZATION AND
REGULATORY AFFAIRS
6th FLOOR, HERITAGE PLACE
155 QUEEN STREET
OTTAWA, ONTARIO
KIA 1J2

Chapter 77

OFFICE OF THE AUDITOR GENERAL OF CANADA

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 78

OFFICE OF THE CHIEF ELECTORAL OFFICER

(NOT SUBJECT OF THE ACCESS TO INFORMATION ACT)

Chapter 79

OFFICE OF THE COMMISSIONER OF OFFICIAL LANGUAGES

(NOT SUBJECT TO THE ACCESS TO INFORMATION ACT)

Chapter 80

OFFICE OF THE COMPTROLLER GENERAL

A. GENERAL INFORMATION

Historical Background

The position of Comptroller General of Canada was created by Bill C-10, an amendment to the *Financial Administration Act*, on June 30, 1978.

Responsibilities

The role of the Office of the Comptroller General (OCG) is to see to the establishment and maintenance of sound financial management practices in the federal government. OCG officials work with program managers and departmental specialists to establish policy and to give advice on financial management, particularly in areas such as financial control, management accounting and reporting, financial management systems, internal audit, program evaluation, and the professional development of the financial, program evaluation and audit communities.

Legislation

- Financial Administration Act and Regulations

Organizational Units and their Role

Corporate Management Division

The Division provides secretariat support to the Comptroller General with respect to corporate management, planning, evaluation and co-ordination, and to the administration of the Access to Information and Privacy (ATIP) legislation.

Professional Development Division

The Division is responsible for the co-ordination of the human resource management activities (human resource planning, organization and classifications, staffing, training and development) that the OCG carries out to assist central agencies and departments in the development of the financial administration, internal audit and program evaluation communities of the federal government.

Audit and Review Branch

The Branch works with departmental and central agency officials to see that effective auditing is in place in departments and agencies. To this end, the Branch develops, maintains and monitors policies, guidelines and standards for internal audit in the Government of Canada and helps departments to implement them. The Branch is also responsible for the co-ordination of government responses to the findings of the Auditor General. The Branch also manages and/or participates in the conduct of special studies and reviews that may be both departmental and/or interdepartmental in nature.

Accounting and Costing Policy Branch

The Branch provides central leadership in terms of policy direction, guidance and control of the financial administration function throughout the federal government. The Branch develops the basic accounting and financial control policies for government: policies and standards that define the framework for the safeguarding of assets, the managing, planning and controlling of operations, and the framework for government cash management.

Financial Management Information and Systems Branch

The Branch is responsible for establishing and maintaining policies and guidelines to ensure that cost-effective financial management systems are in place and operating and that the financial management information needs of departments, central agencies and Parliament are met in a timely and cost- effective fashion.

Program Evaluation Branch

The Branch is responsible for seeing that departments implement Treasury Board policy on program evaluation. The Branch works with departments and agencies to ensure that periodic, critical and objective examination of programs becomes an established practice in the management of the public service. The principal activities of the Program Evaluation Branch include the definition of government-wide policies and standards for program evaluation; advice and assistance to departments in the development and ongoing operation of this function; participation in the training and development of managers and practitioners of program evaluation; monitoring the quality of evaluation products; and, in conjunction with other central agencies, establishing government-wide and departmental procedures for the use of evaluation information.

Manuals

(Audit and Review)
- Branch Policies and Procedures Manuals
- Internal Audit Handbook (Volumes I, II and III)
- Standards for Internal Audit
- Guide on the Audit of Federal Contributions

(Accounting and Costing Policy)
- Accounting and Reporting Handbook
- Cash Management Brochure
- Glossary of Financial Terms
- Guide to the Audited Financial Statements of the Government of Canada
- Guide to the Costing and Outputs in the Government of Canada
- Treasury Board Guide on Financial Administration for Departments and Agencies of the Government of Canada (joint FMIS)

(Financial Management Information and Systems)
- Common Evaluation Criteria
- Departmental Financial Management Systems Profile

- FMS Handbook — Revenue Management Module
- Guide to the Estimates of the Government of Canada
- Guide for the preparation of Part III of the Estimates
- Guidelines for Financial Management Systems
- Risk Assessment Methodology
- Treasury Board Guide on Financial Administration for Departments and Agencies of the Government of Canada (joint ACP)

(Program Evaluation)
- Guide on the Program Evaluation Function
- Principles for the Evaluation of Programs

Additional Information

Requests for further information about the Office of the Comptroller General and its various activities and programs may be directed to:

Communications Division
Treasury Board of Canada
L'Esplanade Laurier
East Tower, 9th Floor
140 O'Connor Street
Ottawa, Ontario
K1A 0R5
(613) 957-2400

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Office of the Comptroller General
L'Esplanade Laurier
West Tower, 9th Floor
300 Laurier Avenue West
Ottawa, Ontario
K1A 1E4
(613) 957-7071

Reading Room

The Finance-Treasury Board Library has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: L'Esplanade Laurier, East Tower, 11th Floor, 140 O'Connor Street, Ottawa, Ontario.

Classes of Records

OCG/CMU-006
Corporate Management
Description: Information on the planning and co-ordination of the Comptroller General of Canada. *Topics:* Comptroller General; Auditor General — study of procedures in cost effectiveness (SPICE); committees; freeze on discretionary spending; improvement of management practices and controls; parliamentary matters.

OCG/ARB-026
Management Practices
Description: Information on management practices. *Topics:* Conferences, meetings, presentations, speeches; interdepartmental project on research and development; liaison; management practices — follow-up initiatives, departments, agencies and Crown corporations; operational plan framework; performance measurement; post-IMPAC; and special projects.

OCG/ARB-035
Improvement of Management Practices and Controls
Description: Information on improvement of management practices and controls, Surveys I, II, III; the development and implementation of action plans (including monitoring); implementation assistance program (IAP), departmental strategies, and anniversary meetings. *Special Access Note:* Action plans are produced by departments and are their property.

OCG/ARB-037
Internal Audit
Description: Information on internal auditing within the federal government: the systematic, independent review and appraisal of all departmental operations, including administrative activities, for the purpose of advising the Deputy Minister and senior managers on the efficiency, economy and effectiveness of the internal management practices and controls; internal audit input into program evaluation activities, as warranted; and policy statements, guidelines and standards by the Office of the Comptroller General of Canada to departments and agencies. *Topics:* Audit and evaluation; committees; employment and staffing; improvement of management practices and controls; action plans, Survey I, II; long-term audit plans; performance assurance; research projects; study of internal audit; liaison; handbook; government internal audit plan (GIAP) ; increased ministerial authority and accountability (IMAA).

OCG/ACP-041 *Formerly identified as:* OCG/FMI-041
General
Description: Policies for financial administration and internal control in departments and agencies of the Government of Canada. *Topics:* Access to information and privacy; Auditor General — reports; cost-effective management control; departmental enquiries; liaison — accounting association; management of the financial function — Guide on Financial Administration; improvement of management practices and controls.

OCG/ACP-045
Accounting and Control of Expenditures
Description: Information on the delegation and communication of financial signing authorities by ministers and deputy heads in a manner that provides controls on the disbursement of public money through adequate enforcement of an appropriate division of responsibilities. *Topics:* Cheque issue security and bank losses; budgetary (commitment) control; corporate credit cards; departmental bank accounts; grants and contributions; payable at year end (PAYE); standard payment period and interest payment policies; pay procedures; petty cash; travel policy.

OFFICE OF THE COMPTROLLER GENERAL

OCG/ACP-050
Accounting and Control of Revenue and Accounts Receivable
Description: Information on controls of the operational and financial systems of the Government of Canada. *Topics:* Collection of debts due the Crown; deletion of debts due the Crown — Standing Interdepartmental Committee on Uncollectable Debts; interdepartmental settlements; standing advances.

OCG/ACP-055
Acts
Description: Information on certain federal acts. *Topics: Adjustment of Accounts Act; Financial Administration Act* — amendments.

OCG/FMI-075
Classification of Accounts and Transactions
Description: Information on the classification and coding of financial transactions of the Government of Canada. *Topics:* Classification and coding project; expenditure and revenue coding; study of classification and coding of financial transactions (N.G. Ross Study, 1973-75).

OCG/ACP-085
Crown Corporations
Description: General information on Crown corporations. *Topics:* Acts, legislation and regulations; auditing and financing; lists.

OCG/ACP-095
Financial Administration Evaluation
Description: A study to evaluate the results of the transfer of financial responsibilities to departments and agencies from central control agencies. *Topics:* Canadian Radio-television and Telecommunications Commission (CRTC); Environment Canada; Health and Welfare Canada; Veterans Affairs Canada.

OCG/FMI-100
Reporting Standards and Practices
Description: General information on government reporting of public expenditures. *Topics:* Classification and central information — Central Agency client needs, classification and coding of transactions/accounts, data base access and retrieval of information, inventory of information available; Estimates — departmental expenditure plans (Part III), increased ministerial authority and accountability (IMAA); reform of estimates; Public Accounts — capital assets, Crown corporations, standing committee on Public Accounts, study of the accounts of Canada (N.G. Ross project 1973-75), superannuation.

OCG/FMI-120
Financial Management Systems
Description: Information on financial management systems currently operating in departments and agencies with proposed enhancements, improvements and changes to these systems; data on periodic performance measurement. *Topics:* Information technology and systems plan (ITSP); commissions and committees; departmental financial reporting systems; liaison — commercial suppliers, departments and agencies, Supply and Services Canada; performance measurement — development and implementation, adminstrative overhead, food inspection reports; reviews; presentations — visual aids; publications; *Guide to Financial Management Systems (FMS)*; FMS common evaluation criteria, FMS success factors, FMS profiles, FMS guidelines for cost-effectiveness, control framework, Electronic Data Interchange (EDI), Direct Funds Transfer (DFT).

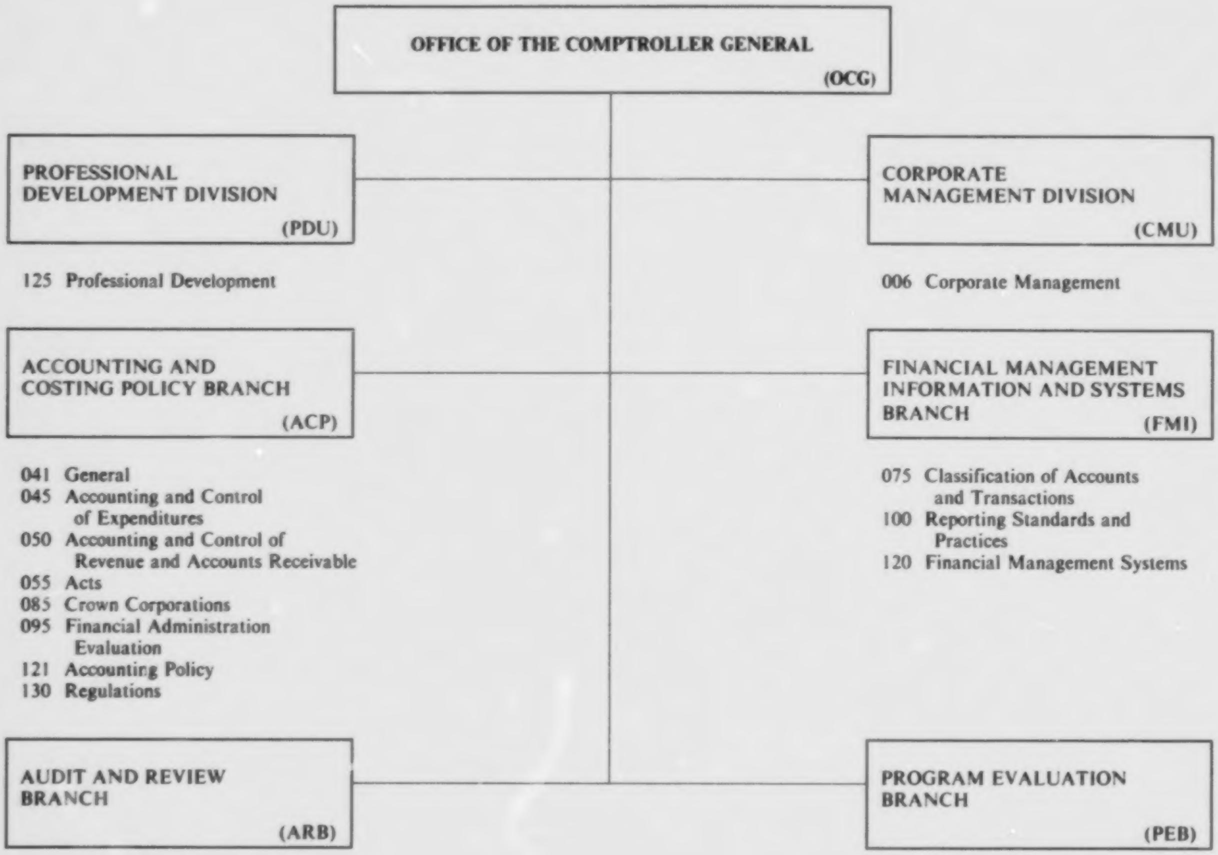
OCG/ACP-121
Accounting Policy
Description: Information on the accounting policies of the Government of Canada and accounting policies in the public sector generally. *Topics:* Capital assets; consolidation of Crown corporations; revolving funds and working capital advances; Standing Committee on Public Accounts; study of the accounts of Canada (N.G. Ross project 1973-75); pension accounting; valuation of recorded assets and liabilities; payables at year-end (PAYE); accrual of revenue/receivables; Public Sector Accounting and Auditing Committee of the Canadian Institute of Chartered Accountants.

OCG/PDU-125
Professional Development
Description: Information on planning of human resource development for the financial administration, audit and program evaluation communities of the federal government. *Topics:* Advice and assistance; classification, organization, staffing and training; committees; financial officers — classification; financial and internal audit officers — recruitment and development (FORD/IARD); financial officers — staffing; financial officers — training; development of new financial administration training; liaison — universities; special studies.

OCG/ACP-130
Regulations
Description: Information on regulations that apply to the federal public service. *Topics:* Payments to estate; receipt and deposit of public money; cheque issue.

OCG/PEB-136
Program Evaluation
Description: Information on various policy and operational program evaluation projects carried out by the Program Evaluation Branch. *Topics:* Program evaluation — general; Program Evaluation Branch — operations; committees; conferences and meetings; departmental program evaluation operations including information on evaluation studies in departments; liaison; projects — corporate and sector; Task Force on Program Evaluability; program evaluation methods; training and development; increased ministerial authority and accountability (IMAA); economic and regional development — agreement, by provinces.

OFFICE OF THE COMPTROLLER GENERAL



OFFICE OF THE COMPTROLLER GENERAL (OCG)

PROFESSIONAL DEVELOPMENT DIVISION (PDU)

125 Professional Development

CORPORATE MANAGEMENT DIVISION (CMU)

006 Corporate Management

ACCOUNTING AND COSTING POLICY BRANCH (ACP)

041 General
045 Accounting and Control of Expenditures
050 Accounting and Control of Revenue and Accounts Receivable
055 Acts
085 Crown Corporations
095 Financial Administration Evaluation
121 Accounting Policy
130 Regulations

FINANCIAL MANAGEMENT INFORMATION AND SYSTEMS BRANCH (FMI)

075 Classification of Accounts and Transactions
100 Reporting Standards and Practices
120 Financial Management Systems

AUDIT AND REVIEW BRANCH (ARB)

026 Management Practices
035 Improvement of Management Practices and Controls
037 Internal Audit

PROGRAM EVALUATION BRANCH (PEB)

136 Program Evaluation

ACCESS TO INFORMATION CO-ORDINATOR
OFFICE OF THE COMPTROLLER GENERAL
L'ESPLANADE LAURIER
WEST TOWER, 9th FLOOR
300 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 1E4

Chapter 81

OFFICE OF THE GRAIN TRANSPORTATION AGENCY ADMINISTRATOR

A. GENERAL INFORMATION

Historical Background

The Grain Transportation Agency was created by the *Western Grain Transportation Act*, 1983. It is a branch designated as a department for purposes of the *Financial Administration Act*. The Agency reports to Parliament through the Minister of Transport.

Responsibilities

The Grain Transportation Agency (GTA) is charged with the development, co-ordination and management of specific aspects of the grain handling and transportation system. The Agency, under the direction of the Administrator, is responsible for promoting transportation system efficiencies, monitoring railway performance relative to grain, allocating grain cars in co-operation with the Canadian Wheat Board and the Canadian Grain Commission, and generally co-ordinating the handling and transportation of grain. A Senior Grain Transportation Committee (SGTC), made up of senior representatives from all facets of the grain trade, was established under the *Western Grain Transportation Act* as an advisory body to the Minister of Transport and the Administrator. The Agency provides administration and technical support to the SGTC.

Legislation

- Western Grain Transportation Act

Organizational Units and their Role

Operations Division

The Operations Division is responsible for car allocation, involving the weekly determination of the number of railway grain cars required and available to move western grains to export and domestic destinations. It is also responsible for the overall co-ordination of grain movement, including port co-ordination at Vancouver and Thunder Bay, control of the government hopper car fleet, transportation administration tasks, and public information.

Planning Division

The Division is responsible for improving the efficiency of the grain handling and transportation system, developing and implementing procedures for setting performance targets for the railways and other system participants, developing information systems (including EDP), and conducting studies and analysis.

Finance and Administration Division

The Division provides financial and administrative support for the Agency, encompassing the areas of financial systems, accounting, budgetary control, goods and services acquisition, materiel management and contract administration, personnel services, secretarial and clerical support functions, and all general administrative functions.

Manuals

- Allocations Handbook
- Financial and Administration Procedures Manual

Additional Information

Requests for further information about the Grain Transportation Agency and its various programs and functions may be directed to:

Director, Finance and Administration
Grain Transportation Agency
135 Lombard Avenue
Winnipeg, Manitoba
R3B 0T4
(204) 949-5953
Telex: 07-587622

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Grain Transportation Agency
135 Lombard Avenue
Winnipeg, Manitoba
R3B 0T4
(204) 949-5953

Reading Room

In accordance with section 71 of the *Access to Information Act*, facilities are available at the Grain Transportation Agency headquarters where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: 135 Lombard Avenue, Winnipeg, Manitoba.

Classes of Records

AGT/OPR-001
Grain Operations
Description: Information on the activities of the Agency's grain movement functions. *Topics:* Car allocation; three-month plan;

producer cars; commodities; train run system; grain elevators; feed grains; rapeseed; production; grain companies; trucking.

AGT/FAA-005
Grain Transportation Agency
Description: Information on the organization and background of the Agency. *Topics:* Organization; Performance sub-group; Efficiencies sub-group; financial information; target setting; general information requests; terms of reference.

AGT/PLN-010
Research and Systems Development
Description: Information on the planning and development and evaluation activities of the Agency. *Topics:* Research projects; development of data processing; development of word processing facilities; mailing list; filing systems; forecasting; statistics; computer facility; data from other organizations; research and analysis; performance measures; efficiency measures.

AGT/FAA-015
Government
Description: General information on different levels of government. *Topics:* Federal government; provincial governments; Department of Transport; Canadian Wheat Board; Canadian Grain Commission; Grains Group; terminal elevators; transfer elevators; tariffs; Public Service Commission; Supply and Services Commission; Ports Canada; National Archives of Canada; Treasury Board; Canadian Transport Commission; National Transportation Agency; federal acts; Secretary of State; British Columbia; Alberta; Saskatchewan; Manitoba.

AGT/OPR-020
Railways
Description: General information regarding the Agency's interface with the Railways. *Topics:* Canadian Pacific Railway; Canadian National Railway; B.C. Railway; government hopper cars; Churchill; Prince Rupert; capacity of rail fleet; rapeseed; car exchange; Central Western Railway.

AGT/FAA-025
Publications/Public Affairs
Description: Information on the Agency's publications and public affairs. *Topics:* Annual report; National Transportation Week; exhibitions; Grain Transportation Agency news releases; media coverage; the GTA update.

AGT/OPR-030
Ports
Description: Information on grain ports. *Topics:* Vancouver; Thunder Bay; Churchill; Prince Rupert; Task Force for Emergency Grain Transport; St. Lawrence; weekly unloads; shipping; shipping associations.

AGT/OPR-035
Producers
Description: Information on western grain producers. *Topics:* Associations; storage charges; Unifarm; Prairie Commodity Coalition; Canola Council Coalition; Keystone agricultural producers; Western Agricultural Conference.

AGT/FAA-040
Senior Grain Transportation Committee
Description: Information on the Senior Grain Transportation Committee activities. *Topics:* Meetings; formation of committees; sub-committees.

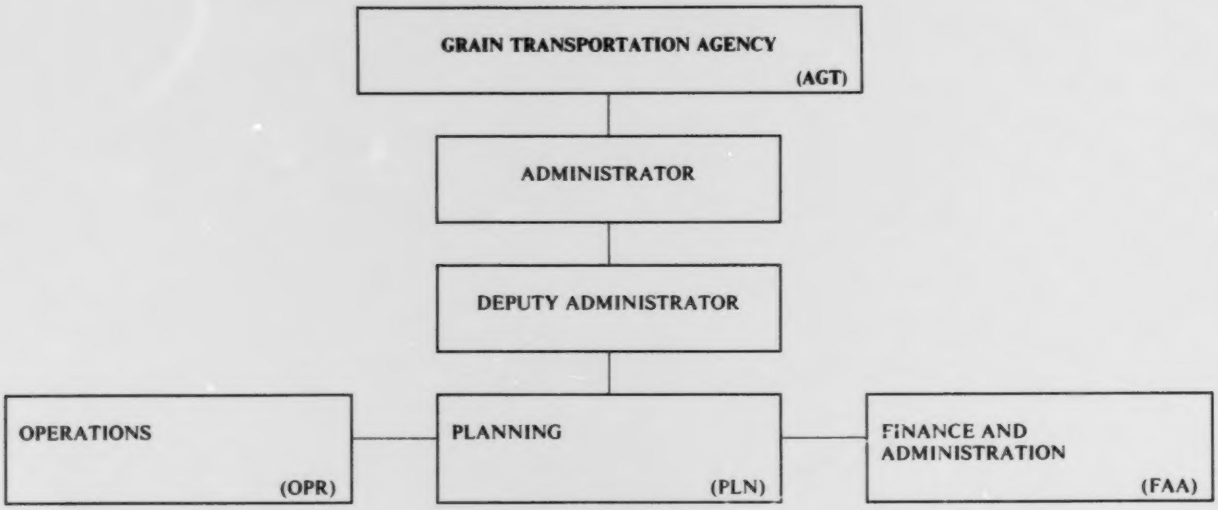
AGT/PLN-045
Western Grain Transportation Act (WGTA) Review
Description: Information on the review of the WGTA. *Topics:* Meetings; government departments; briefs; method of payment; railways; administrative issues; definition of export; advertising; press clippings; list of commodities.

AGT/FAA-050
Accounting and Finance
Description: Information on the Agency's financial administration systems. *Topics:* Procedures; reporting systems; Public Accounts; financial coding; resource utilization; signing authorities; travel regulations; banking; budgets.

AGT/FAA-055
Administration
Description: Information on Agency administrative procedures. *Topics:* Contract administration; buildings; liaison with other government departments; library; translation; postage; office machinery; telecommunications.

AGT/FAA-060
Personnel
Description: General information and guidelines regarding personnel matters. *Topics:* Staffing; special employment programs; training; classification; organizational charts; official languages.

OFFICE OF THE GRAIN TRANSPORTATION AGENCY ADMINISTRATOR



001 Grain Operations
020 Railways
030 Ports
035 Producers

010 Research and Systems Development
045 Western Grain Transportation Act Review

005 Grain Transportation Agency
015 Government
025 Publications/Public Affairs
040 Senior Grain Transportation Committee
050 Accounting and Finance
055 Administration
060 Personnel

ACCESS TO INFORMATION
CO-ORDINATOR
GRAIN TRANSPORTATION AGENCY
135 LOMBARD AVENUE
WINNIPEG, MANITOBA
R3B 0T4

Chapter 82

OFFICE OF THE INSPECTOR GENERAL OF THE CANADIAN SECURITY INTELLIGENCE SERVICE

A. GENERAL INFORMATION

Historical Background

The present Inspector General was appointed by the Governor in Council on July 18, 1988, pursuant to section 30 of the *Canadian Security Intelligence Service Act* (the *CSIS Act*).

Responsibilities

The *CSIS Act* requires the Inspector General: to monitor the compliance by the Service with its operational policies; to review the operational activities of CSIS, including such reviews as the Security Intelligence Review Committee may direct; and to submit to the Solicitor General certificates stating the extent to which the Inspector General is satisfied with each report submitted by the CSIS Director under section 33 of the Act. The certificates must also indicate whether any act or thing done by the Service in the course of its operational activities during the period to which a report relates is, in the opinion of the Inspector General, not authorized by or under the Act, contravenes any directions issued by the Solicitor General, or involves an unreasonable or unnecessary exercise by CSIS of any of its powers.

Legislation

- Canadian Security Intelligence Service Act

Organizational Units and their Role

For administrative purposes, the Office of the Inspector General forms part of the Secretariat of the Ministry of the Solicitor General. The Office is divided into two units:

The **Policy and Standards** unit analyzes legislative and policy provisions or proposals relating to the performance of the Inspector General's statutory functions; develops standards and guidelines for reviewing and monitoring CSIS operational activities; provides advice on issues of law or policy that concern the Inspector General; and assists the Inspector General with the preparation of reports, certificates and other documentation.

The **Operations** unit develops and implements operational plans for monitoring and reviewing the CSIS operational activities; assists the Inspector General in undertaking specific reviews requested by the Solicitor General or the Security Intelligence Review Committee; advises to the Inspector General respecting CSIS operational programs; and provides general administrative services to the Inspector General.

Additional Information

Requests for further information respecting the Office of the Inspector General may be directed to:

The Office of the Inspector General of the Canadian Security Intelligence Service
Ministry of the Solicitor General
Sir Wilfrid Laurier Building, 3rd Floor
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
(613) 990-3270

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Inspector General of the Canadian Security Intelligence Service
Ministry of the Solicitor General
Sir Wilfrid Laurier Building, 3rd Floor
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
(613) 990-3270

Reading Room

The reading room of the Ministry of the Solicitor General has been designated as the reading room for the Office of the Inspector General under section 71 of the *Access to Information Act*. The address is: Sir Wilfrid Laurier Building, 1st Floor, 340 Laurier Avenue West, Ottawa, Ontario.

Classes of Records

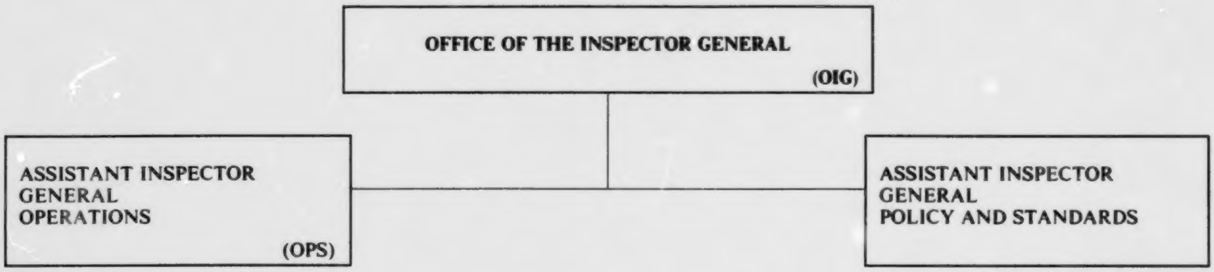
OIG/OPS-005
Policy, Standards and Operations
Description: Planning, descriptive and analytic material relating to the review, monitoring and reporting responsibilities of the Inspector General; information respecting the administration of the Inspector General's Office, including general correspondence; and final reports or recommendations, including the certificates of the Inspector General. *Topics:* Miscellaneous subjects directly related to the Inspector General's statutory and executive functions. *Retrievability:* By subject. *Storage Medium:* Hardcopy.

OIG/OPS-010
CSIS Documents
Description: Documentation provided by CSIS relating to its operational activities and policies. This material is returned to the Service when no longer required by the Inspector General for current

reference purposes. *Topics:* Miscellaneous subjects directly related to CSIS operations. *Retrievability:* By subject. *Storage Medium:* Hardcopy.

OIG/OPS-015
Security Information
Description: Information concerning matters of national security provided to or obtained by the Inspector General for general reference purposes. *Topics:* Miscellaneous subjects directly related to national security issues, interests and programs. *Retrievability:* By originator's title and subject. *Storage Medium:* Hardcopy.

OFFICE OF THE INSPECTOR GENERAL OF THE CANADIAN SECURITY INTELLIGENCE SERVICE


OFFICE OF THE INSPECTOR GENERAL
(OIG)
ASSISTANT INSPECTOR GENERAL OPERATIONS
(OPS)
ASSISTANT INSPECTOR GENERAL POLICY AND STANDARDS

005 Policy, Standards and Operations
010 CSIS Documents
015 Security Information

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
OFFICE OF THE INSPECTOR GENERAL OF THE CANADIAN SECURITY INTELLIGENCE SERVICE
MINISTRY OF THE SOLICITOR GENERAL
SIR WILFRID LAURIER BUILDING, 3rd FLOOR
340 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0P8

Chapter 83

OFFICE OF THE SUPERINTENDENT OF FINANCIAL INSTITUTIONS CANADA

A. GENERAL INFORMATION

Historical Background

The Office was formally established by the Office of the *Superintendent of Financial Institutions Act*, 1987.

Responsibilities

The Office is responsible for the supervision of federally registered or licensed financial institutions which includes chartered banks, insurance, trust, loan and investment companies, fraternal benefit societies, and co-operative credit societies. It also supervises employer-sponsored pension plans relative to employment under federal jurisdiction. In addition, the Office is responsible for the provision of actuarial advice to other departments and performs extensive actuarial services in the valuation of government pension and insurance programs, except Unemployment Insurance and Government Annuities.

Legislation

- Bank Act
- Canadian and British Insurance Companies Act
- Civil Service Insurance Act
- Co-operative Credit Associations Act
- Foreign Insurance Companies Act
- Investment Companies Act
- Loan Companies Act
- Part I, Excise Tax Act
- Pension Benefits Standards Act, 1985
- Trust Companies Act

Organizational Units and their Role

Regulatory Policy, Planning and Resources Sector

This sector is responsible for regulatory policy development including legislative and regulatory proposals, industry-wide financial analysis and research, policy interpretation and advice, analysis of industry trends, development of supervisory methodology including identification of resource skills, development of training programs, and the provision of communications and public relations support.

Deposit-Taking Institutions Sector

This sector supervises chartered banks and federally-registered or incorporated trust, loan and investment companies and co-operative credit societies, including periodic on-site examinations of books and records of such financial institutions. It also provides examination and other technical services and advice to the Canada Deposit Insurance Corporation and, by agreement, provides similar services to certain provincial jurisdictions concerning provincially-incorporated companies.

Insurance and Pensions Sector

This sector supervises federally-registered or incorporated insurance companies and fraternal benefit societies including periodic on-site examinations of books and records of such financial institutions. It also supervises employer-sponsored pension plans subject to the *Pension Benefits Standards Act, 1985*. In addition, the Sector provides actuarial services and advice to other government departments and performs extensive actuarial services in the valuation of government insurance and pension programs.

Management Services Sector

This sector provides management services for the Office. In addition, it administers the *Civil Service Insurance Act* and Part I of the *Excise Tax Act*. Under the *Civil Service Insurance Act*, life insurance was made available by the government to public servants on a voluntary basis until 1954. Current activities involve receipt of premiums on premium-paying policies; correspondence with policyholders regarding changes of beneficiary, mode of payment, etc.; and processing of death claims and cash surrender values. Under Part I of the *Excise Tax Act*, a 10 percent premium tax is imposed on certain insurance premiums paid by residents of Canada to unauthorized insurers, or to authorized insurers through brokers outside Canada.

Additional Information

Requests for further information about the Office and its various programs and functions may be directed to:

Director
Communications and Public Affairs
Office of the Superintendent of Financial Institutions
13th Floor, 255 Albert Street
Ottawa, Ontario
K1A 0H2
(613) 993-0577

The Office maintains a public data bank containing selected financial information with respect to supervised financial institutions, except chartered banks. Certain financial data regarding chartered banks is published periodically in the Canada Gazette, as required by the *Bank Act*. Access to the financial data regarding institutions other than banks may be made through the purchase of computer tapes or by direct access to the data through the facilities of I.P. Sharp Associates Limited time-sharing system. Further information may be obtained directly from the Office or from I.P. Sharp Associates at one of the following addresses:

I.P. Sharp Associates Limited
2 First Canadian Place, Suite 1900
Toronto, Ontario
M5X 1E3
(416) 364-5361

I.P. Sharp Associates Limited
265 Carling Avenue, Suite 600
Ottawa, Ontario
K1S 2E1
(613) 236-9942

OFFICE OF THE SUPERINTENDENT OF FINANCIAL INSTITUTIONS CANADA

I.P. Sharp Associates Limited
555 René Lévesque Boulevard West, Suite 1610
Montreal, Quebec
H2Z 1B1
(514) 282-0744

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Office of the Superintendent
of Financial Institutions
13th Floor, 255 Albert Street
Ottawa, Ontario
K1A 0H2
(613) 990-7499

Reading Room

Members of the public who wish to inspect manuals used by employees in administering or carrying out programs and activities that affect the public may visit the Office library, which has been designated as a reading room under section 71 of the *Access to Information Act*. The address is: 14th Floor, 255 Albert Street, Ottawa, Ontario.

Classes of Records

SFI/RPP-001
Regulatory Policy
Description: Records related to the development of legislative and regulatory policy; correspondence with other departments, other jurisdictions, industry associations and professional bodies; industry-wide financial analysis and research, supervisory methodology and professional development; communications and public affairs including ministerial correspondence. *Topics:* Acts listed under "Legislation"; accounting and other industry-wide studies; reciprocity with, and supervisory practices of, other jurisdictions; international financial and monetary systems; nation risks and exposures. *Retrievability:* Files arranged by Act name, jurisdiction, industry association or subject matter. *Storage Media:* Paper and EDP systems.

SFI/DTI-005
Financial Institutions — Deposit-Taking Institutions
Description: Information on incorporation and registration, financial statements, financial analysis and examination of financial institutions, exchanges of correspondence with financial institutions and with other jurisdictions, complaints and enquiries, and related data banks and software. *Topics:* Chartered banks; trust companies; loan companies; investment companies; co-operative credit societies. *Retrievability:* Files arranged by financial institution name. *Storage Media:* Paper and EDP systems.

SFI/IAP-007
Financial Institutions — Insurance and Pensions
Description: Information on incorporation and registration, financial statements, financial analysis and examination of financial institutions, exchanges of correspondence with financial institutions and with other jurisdictions, complaints and enquiries, and related data banks and software. *Topics:* Insurance companies and fraternal benefit societies. *Retrievability:* Files arranged by financial institution name. *Storage Media:* Paper and EDP systems.

SFI/IAP-010
Pension Plans Subject to Pension Benefits Standards Act, 1985
Description: Records related to registration of plans, correspondence regarding annual information returns, funding and examination of plans, liaison with provincial authorities, enquiries regarding plans, and related valuation data bank and software. *Topics:* Pension plans subject to *Pension Benefits Standards Act, 1985*. *Retrievability:* Files arranged by employer name. *Storage Media:* Paper and EDP systems.

SFI/IAP-015
Actuarial Services Provided to Other Departments — Government Insurance and Pension Plans
Description: Records related to actuarial valuations and cost estimates of government insurance and pension plans, including related data banks and software. *Topics: Public Service Superannuation Act;* Public Service Superannuation Death Benefit; reciprocal transfer agreements; *Supplementary Retirement Benefit Act; Canadian Forces Superannuation Act;* regular forces death benefit; *RCMP Superannuation Act;* RCMP (dependants) pension fund; *Members of Parliament Retirement Allowance Act; Judges Act; Veterans Insurance Act; Returned Soldiers Insurance Act; Civil Service Insurance Act;* Halifax relief pensions; *Canada Pension Plan*; and miscellaneous requests for actuarial calculations. *Retrievability:* Files arranged by plan. *Storage Media:* Paper and EDP systems.

SFI/IAP-020
Actuarial Advice Provided to Revenue Canada — Employer-Sponsored Pension Plans
Description: Records related to statutory actuarial advice given to Revenue Canada, under the *Income Tax Act* (section 20(1)(*s*)) regarding employer past-service contributions to pension plans. *Topics:* Advice under the *Income Tax Act*. *Retrievability:* Plans are assigned a number on receipt from Revenue Canada, and filed numerically. *Storage Medium:* Paper.

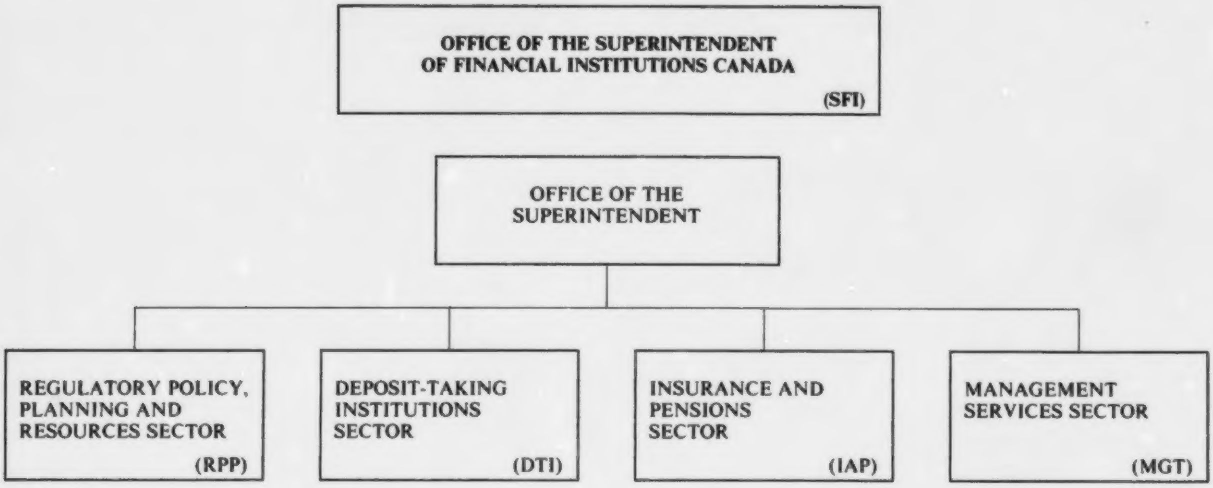
SFI/IAP-025
Actuarial Advice Provided to Revenue Canada — Maximum Tax Actuarial Reserves
Description: Records of actuarial advice given to Revenue Canada on maximum tax actuarial reserves of life insurance companies and fraternal benefit societies. *Topics:* Maximum tax actuarial reserves. *Retrievability:* By company name. *Storage Medium:* Paper.

SFI/MGT-030
Civil Service Insurance
Description: Records of holders of life insurance policies issued under the *Civil Service Insurance Act*. (Issuance of new policies was discontinued with the introduction of the Supplementary Death Benefit Plan in 1954.) *Topics:* Policies in force; death claims; surrenders; and premium records. *Retrievability:* Policies in force filed by policy number with cross-referenced alphabetical index; death claims and surrenders filed by death claim or surrender number and

cross-referenced to policy number; and premium records filed by policy number. *Storage Media:* Paper; details of terminated policies stored on microfilm by policy number.

SFI/MGT-035
Premium Tax
Description: Records on collection of 10 percent premium tax imposed under the *Excise Tax Act* (Part I) on certain insurance premiums paid by residents of Canada to authorized insurers through brokers outside Canada, or to unauthorized insurers for coverage of risks in Canada. *Topics:* Authorized insurers, brokers or agents, and insureds. *Retrievability:* Files arranged alphabetically; records of insureds — alphabetically by year. *Storage Medium:* Paper.

OFFICE OF THE SUPERINTENDENT OF FINANCIAL INSTITUTIONS CANADA



OFFICE OF THE SUPERINTENDENT OF FINANCIAL INSTITUTIONS CANADA **(SFI)**

OFFICE OF THE SUPERINTENDENT

REGULATORY POLICY, PLANNING AND RESOURCES SECTOR **(RPP)**

001 Regulatory Policy

DEPOSIT-TAKING INSTITUTIONS SECTOR **(DTI)**

005 Financial Institutions — Deposit-Taking Institutions

INSURANCE AND PENSIONS SECTOR **(IAP)**

007 Financial Institutions — Insurance and Pensions
010 Pension Plans Subject to Pension Benefits Standards Act, 1985
015 Actuarial Services Provided to Other Departments — Government Insurance and Pension Plans
020 Actuarial Advice Provided to Revenue Canada — Employer-Sponsored Pension Plans
025 Actuarial Advice Provided to Revenue Canada — Maximum Tax Actuarial Reserves

MANAGEMENT SERVICES SECTOR **(MGT)**

030 Civil Service Insurance
035 Premium Tax

ACCESS TO INFORMATION
CO-ORDINATOR
OFFICE OF THE SUPERINTENDENT
OF FINANCIAL INSTITUTIONS
13th FLOOR, 255 ALBERT STREET
OTTAWA, ONTARIO
K1A 0H2

Chapter 84

PACIFIC PILOTAGE AUTHORITY CANADA

A. GENERAL INFORMATION

Historical Background

The Pacific Pilotage Authority was created as a result of the *Pilotage Act*, which was proclaimed on February 1, 1972, after recommendations made by the Royal Commission on Pilotage in Canada. The Pacific Pilotage Authority was incorporated as a Schedule D Crown corporation within the meaning and purpose of the *Financial Administration Act*.

Responsibilities

The Authority has the responsibility to establish, operate, maintain and administer, in the interests of safety, an efficient and economical pilotage service in all coastal waters of British Columbia and the Fraser River. The Authority also prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

Legislation

- Authority By-Laws
- Canada Shipping Act
- General Pilotage Regulations
- Pacific Pilotage Regulations
- Pilotage Act

Organizational Units and their Role

Administration Branch

The function of this branch is to provide administrative and financial services as required to operate within accepted corporate business procedures.

Operations Branch

The function of this branch is to provide pilotage service by assignment, and to dispatch qualified pilots to ships navigating within the boundaries of the Pacific Pilotage Authority.

Manuals

- Accident Reports and Investigations
- Accounting Procedures
- Administrative Directives
- Collective Agreements
- Dispatching Procedures
- Pilotage Tariffs
- Pilot Licence Register
- Service Contracts
- Working Rules

Additional Information

Requests for further information about the Authority and its various programs and functions may be directed to:

Pacific Pilotage Authority
Suite 300, 1199 West Hastings Street
Vancouver, British Columbia
V6E 4G9
(604) 666-6771

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Pacific Pilotage Authority
Suite 300, 1199 West Hastings Street
Vancouver, British Columbia
V6E 4G9
(604) 666-6771

Reading Room

A room at the Authority has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: Suite 300, 1199 West Hastings Street, Vancouver, British Columbia.

Classes of Records

PPA/OPE-005
Pilotage Services
Description: Information on the provision of pilotage services within the Pacific Region. *Topics:* Dispatching records; pilotage licences; tariff charges; assignment of pilots to vessels; accident reports; collective agreements; international shipping affairs.

PPA/OPE-010
Tariffs
Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

PACIFIC PILOTAGE AUTHORITY CANADA

PACIFIC PILOTAGE AUTHORITY
(PPA)

OPERATIONS
(OPE)

005 Pilotage Services
010 Tariffs

ACCESS TO INFORMATION
CO-ORDINATOR
PACIFIC PILOTAGE AUTHORITY
SUITE 300
1199 WEST HASTINGS STREET
VANCOUVER, BRITISH COLUMBIA
V6E 4G9

Chapter 85

PENSION APPEALS BOARD

A. GENERAL INFORMATION

Historical Background

The Pension Appeals Board is a tribunal which was constituted by the Parliament of Canada, pursuant to an agreement with the government of Quebec.

Responsibilities

This tribunal is responsible for the hearing of appeals which arise from decisions of the Minister of National Revenue and the Minister of National Health and Welfare under the *Canada Pension Plan Act* (CPP), from decisions of the Minister of Revenue of Quebec under the *Quebec Pension Plan Act* (QPP), and in some circumstances, from decisions of *La Commission des affaires sociales*, also under the *Quebec Pension Plan Act*.

Legislation

- Canada Pension Plan Act, R.S.C., chapter C-5
- Quebec Pension Plan Act, R.S.Q., chapter R-9

Organizational Units and their Role

The Pension Appeals Board is made up of judges from across the country who are appointed by Order-in-Council on the recommendation of the Minister of Justice and the Minister of Health and Welfare. They assume these duties in addition to their judicial responsibilities, and are not considered employees of the Pension Appeals Board.

An administrative office is located in Ottawa.

Manuals

- Rules of Procedure, (CPP section 29)
- Rules of Procedure, (CPP section 85)
- Rules of Procedure, (QPP section 181)

Additional Information

The public may direct enquiries regarding the Pension Appeals Board to:

Pension Appeals Board
P.O. Box 8567
Postal Terminal
Ottawa, Ontario
K1G 3H9
(613) 995-0612

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Pension Appeals Board
P.O. Box 8567
Postal Terminal
Ottawa, Ontario
K1G 3H9
(613) 995-0612

Reading Room

Most decisions of this Board with respect to the Canada or Quebec Pension Plan are available to the public as published in full by the Commerce Clearing House (CCH) in *Canadian Employment Benefits and Pension Guide Reports*, Transfer Binder, from 1968 to 1985 (pp. 5953-6714) and in Volume 11, pages 5953 (et seq.). Both these documents and the decisions of the Board are held by the particular department involved to which any enquiries should be directed.

Classes of Records

PAB/PAB-005
Appeals
Description: Information on proceedings before the Pension Appeals Board. *Topics:* A completed file normally contains the notice of appeal; the reply to the notice of appeal; notice of intervention, if applicable; copies of correspondence and documents submitted by the parties involved in the appeal; and copies of decisions related to the appeal.

PENSION APPEALS BOARD

(PAB)

005 Appeals

ACCESS TO INFORMATION
CO-ORDINATOR
PENSION APPEALS BOARD
P.O. BOX 8567, POSTAL TERMINAL
OTTAWA, ONTARIO
K1G 3H9

Chapter 86

PRIVY COUNCIL OFFICE

A. GENERAL INFORMATION

Historical Background

The Privy Council Office came into being under the *Constitution Act* of 1867. From 1940 on, it has also provided the secretarial functions for the Cabinet.

Responsibilities

The Privy Council Office provides secretariat support for Cabinet and the committees of Cabinet to facilitate the collective decision-making of Cabinet, and assists the exercise of the prerogatives of the Prime Minister, including the organization and processes of government and the appointment of senior officials to government positions. The overall responsibilities of the Office include: the co-ordination and provision of material related to the meetings of Cabinet and Committees of Cabinet for the use of the Prime Minister and the chairpersons of committees; liaison with departments and agencies of government on Cabinet matters; undertaking special studies on matters of current public policy concern as required (this includes participation in interdepartmental committees of officials through the provision of chairpersons, members or secretaries and the preparation of papers for, and on behalf of, such committees). In addition, the Office provides support and advice to the Prime Minister on prime ministerial prerogatives, assumes responsibilities for the organization of the Government of Canada, provides advice to the Prime Minister on national security and intelligence matters, undertakes the examination of submissions to the Governor in Council to ensure conformity with policy and legal requirements, prepares draft orders, and assumes duties related to regulations made under the *Statutory Instruments Act* including the examination, revision, registration and preparation for publication of federal statutory regulations in Part II of the Canada Gazette.

Legislation

- Order-in-Council (P.C. 1940-1121, March 25, 1940)

Organizational Units and their Role

For the purpose of the *Financial Administration Act*, the Privy Council Office is regarded as a department of government under the direction of the Prime Minister. The Clerk of the Privy Council and Secretary to the Cabinet, under whose direction the Privy Council Office's functions are carried out, is considered a deputy head taking precedence among the chief officers of the public service.

The Privy Council Office is separated into two main branches: Plans and Operations. The **Plans Branch** assists the Prime Minister in defining the objectives and priorities of the government as well as determining the appropriateness of departmental mandates within the government. The **Operations Branch** is responsible for managing the business of Cabinet and most Cabinet committees. Each committee has a corresponding secretariat that provides research and operational support. Most of these secretariats are in the Privy Council Office. As the concerns of Cabinet change, so do the Cabinet committees. As a result, the number and titles of the secretariats within the Privy Council Office are also subject to change.

The **Senior Personnel Secretariat** serves as the personnel section for the selection and appointment of senior officers in Governor in Council positions. The Prime Minister's responsibility for the safeguarding of the integrity of the nation is supported by the **Security and Intelligence Secretariat**. The **Orders-in-Council Section** provides documentary and legal support to the Governor in Council.

Additional Information

Requests for further information about the Office and its various programs and functions may be directed to:

Privy Council Office
Blackburn Building
85 Sparks Street, Room 409
Ottawa, Ontario
K1A 0A3
(613) 957-5153

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Privy Council Office
Blackburn Building
85 Sparks Street, Room 409
Ottawa, Ontario
K1A 0A3

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room, where members of the public may examine records used by employees in administering or carrying out activities that affect the public. The address is: Blackburn Building, 85 Sparks Street, Room 409, Ottawa, Ontario.

Classes of Records

PCO/PLS-030
Petitions and Submissions (New)
Description: Petitions to the Governor in Council which are submitted due to legislative requirements or as an expression of personal

concern. They can also be sent to the Privy Council Office, Cabinet, the Prime Minister or the Clerk of the Privy Council. *Topics:* Petitions and submissions covering a wide variety of subjects; legislative provisions including the *Criminal Code*, the *Criminal Records Act*, the *Judges Act*, the *Immigration Act*, the *National Defence Act*, the *Broadcasting Act*, and the *National Transportation Act*.

PCO/SPS-050
Senior Personnel (New)
Description: Information in support of the Senior Personnel Secretariat. It includes the identification of candidates, human resource planning, career development and performance appraisals for current, former and possible incumbents of positions appointed by the Governor in Council. *Topics:* Appointments; committees; research and other studies; and related personnel management issues such as allowances and benefits, employment and staffing, retirement and termination of employment, salaries and wages and superannuation.

PCO/SPS-055
Standards of Conduct Compliance (New)
Description: Information relating to compliance with the government's Conflict of Interest and Post-Employment Code. *Topics:* Senior personnel categories; investigations; task force; guidelines; committees; councils; panels and political activities.

PCO/ADM-080
Access to Information and Personal Information Requests (New)
Description: Information concerning requests made under the *Access to Information Act* to access records of the Privy Council Office, the replies to such requests and information related to their processing. Information is used to process requests and for research and statistical purposes.

PCO/ADM-901
Administration (New)
Description: See Standard Classes of Records.

PCO/ADM-903
Administrative and Management Services (New)
Description: See Standard Classes of Records.

PCO/ADM-905
Buildings and Properties (New)
Description: See Standard Classes of Records.

PCO/ADM-907
Lands (New)
Description: See Standard Classes of Records.

PCO/ADM-912
Procurement (New)
Description: See Standard Classes of Records.

PCO/ADM-913
Vehicles (New)
Description: See Standard Classes of Records.

PCO/ADM-914
Finance (New)
Description: See Standard Classes of Records.

PCO/ADM-917
Budgets (New)
Description: See Standard Classes of Records.

PCO/ADM-918
Personnel (New)
Description: See Standard Classes of Records.

PCO/ADM-919
Classification of Positions (New)
Description: See Standard Classes of Records.

PCO/ADM-920
Employment and Staffing (New)
Description: See Standard Classes of Records.

PCO/ADM-921
Human Resources (New)
Description: See Standard Classes of Records.

PCO/ADM-922
Occupational Health, Safety and Welfare (New)
Description: See Standard Classes of Records.

PCO/ADM-923
Official Languages (New)
Description: See Standard Classes of Records.

PCO/ADM-925
Salaries and Wages (New)
Description: See Standard Classes of Records.

PCO/ADM-926
Staff Relations (New)
Description: See Standard Classes of Records.

PCO/ADM-927
Training and Development (New)
Description: See Standard Classes of Records.

FEDERAL-PROVINCIAL RELATIONS OFFICE

A. GENERAL INFORMATION

Historical Background

The Federal-Provincial Relations Office (FPRO) was established on January 1, 1975, by the *Act Respecting the Office of the Secretary to the Cabinet for Federal-Provincial Relations and Respecting the Clerk of the Privy Council*. The unit had previously functioned as the Federal-Provincial Relations Secretariat in the Privy Council Office.

PRIVY COUNCIL OFFICE

Responsibilities

The functions of the FPRO are to advise and assist the Prime Minister regarding overall responsibility for federal-provincial relations, to provide the Cabinet with assistance in examining federal-provincial issues of current and long-term concern, and to promote and facilitate federal-provincial co-operation and consultation. The FPRO also provides services to the Minister of State (Federal-Provincial Relations) and assistance to federal ministers, departments and agencies in the conduct of their relations with provincial governments.

Legislation

- Act Respecting the Office of the Secretary to the Cabinet for Federal-Provincial Relations and Respecting the Clerk of the Privy Council, S.C. 1974-75-76, chapter 16

Organizational Units and their Role

The FPRO is headed by the Secretary to the Cabinet for Federal-Provincial Relations who, supported by a deputy secretary, reports directly to the Prime Minister. It has five principal components: a secretariat responsible for liaison with the provinces, a secretariat responsible for policy development, two additional secretariats dealing with economic and social policy and programs, and an Office of Aboriginal Constitutional Affairs.

Additional Information

Requests for further information about the Federal-Provincial Relations Office and its various functions and programs may be directed to:

Federal-Provincial Relations Office
Blackburn Building
85 Sparks Street, Room 409
Ottawa, Ontario
K1A 0A3
(613) 957-5153

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Federal-Provincial Relations Office
Blackburn Building
85 Sparks Street, Room 409
Ottawa, Ontario
K1A 0A3
(613) 957-5210

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may examine records used by employees in administering or carrying out activities that affect the public. The address is: Blackburn Building, 85 Sparks Street, Room 409, Ottawa, Ontario.

Classes of Records

The files held by the Privy Council Office and the Federal-Provincial Relations Office are organized under broad subject headings. The information they contain deals with specific issues of interest to the government from time to time. Since much of the material in these files originates in other government departments, requests for general information should be referred to the government department having the greatest interest in the subject matter.

Exclusion of Records

Under the *Access to Information Act*, classes of records referred to as confidences of the Queen's Privy Council for Canada are excluded from the provisions of the Act under section 69. These records are less than 20 years old.

It should be noted that Orders-in-Council are published in Part II of the *Canada Gazette* and are, therefore, records in the public domain. Requests for this material should not be made under the provisions of the *Access to Information Act*.

PRIVY COUNCIL OFFICE

PRIVY COUNCIL OFFICE (PCO)

OPERATIONS

PLANS (PLS)

030 Petitions and Submissions

MANAGEMENT (ADM)

080 Access to Information and Personal Information Requests
901 Administration
903 Administration and Management Services
905 Buildings and Properties
907 Lands
912 Procurement
913 Vehicles
914 Finance
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
925 Salaries and Wages
926 Staff Relations
927 Training and Development

SENIOR PERSONNEL SECRETARIAT (SPS)

050 Senior Personnel
055 Standards of Conduct Compliance

SECURITY AND INTELLIGENCE SECRETARIAT

FEDERAL-PROVINCIAL RELATIONS OFFICE

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
PRIVY COUNCIL OFFICE (OR FEDERAL-PROVINCIAL RELATIONS OFFICE)
BLACKBURN BUILDING
ROOM 409, 85 SPARKS STREET
OTTAWA, ONTARIO
K1A 0A3

Chapter 87

PUBLIC SERVICE COMMISSION OF CANADA

A. GENERAL INFORMATION

Historical Background

In 1908, the *Civil Service Amendment Act* created the Civil Service Commission (CSC) which, through a series of changes, became the Public Service Commission as it is known today. The *Public Service Employment Act* of 1967 changed the name of the Civil Service Commission to the Public Service Commission.

Responsibilities

The Public Service Commission (PSC) is a politically independent agency accountable to Parliament for the administration of the *Public Service Employment Act*. Under the terms of this act, the Commission must ensure that the merit principle, as determined by the Commission, is upheld in all public service staffing operations. The objective of the Commission is to assist in the maintenance of a competent public service by ensuring that the best qualified persons are recruited to or promoted within the public service, that qualified employees are deployed to meet operational requirements and that certain training services are provided on behalf of the Treasury Board.

Legislation

- Public Service Employment Act (PSEA)
- Public Service Employment Regulations (PSER)

Organizational Units and their Role

Staffing Programs Branch

This branch encompasses activities in support of delegated and non-delegated staffing, including policy development, resourcing of the Management Category, administration of staffing delegation, establishment of tests and standards for selection, and administration of staffing priorities and services in support of recruitment and promotion. This activity also encompasses the administration of employment equity programs, and special development programs in support of the Management Category and other branch employees.

Audit Branch

This branch reviews departmental and PSC staffing practices and procedures in order to determine that appointments conform with the *Public Service Employment Act* and Regulations and Commission policy. It reviews the manner in which departments administer selected aspects of their personnel services for which Treasury Board has policy responsibility. This latter activity is governed by an agreement between Treasury Board Secretariat and the Public Service Commission.

Appeals and Investigations Branch

Through the establishment of independent boards, this branch hears appeals by public servants against alleged breaches of the *Public Service Employment Act* and Regulations in such matters as appointment, demotion and release. In addition, complaints of alleged irregularities in staffing processes and matters of personal harassment in the workplace are investigated. Training, advice and assistance are provided to departments, unions and interested individuals.

Training Programs Branch

In accordance with government policy, the Branch provides professional, technical and language training; conducts research in knowledge transfer methods and training technology; and manages a training audits program. These services are offered across Canada in both official languages to meet the needs of departments and agencies in the federal public service and, occasionally, those of outside clients.

Executive Secretariat

This branch ensures the recording of deliberations and decisions of the Commission's senior management and of its committees. The Branch also administers certain sections of the *Public Service Employment Act* and Regulations, including sections 31 (releases or demotions due to incompetence or incapacity), 33 and 34 (matters relating to political partisanship) and 39 (exclusions from the application of the Act). The Branch provides policy advice on relevant issues and manages the corporate strategic planning function and the Commission's annual report. The Branch also has responsibility for visits of senior officials from other provinces and countries, and provides parliamentary liaison. The Branch also co-ordinates those parts of the Official Languages Program for which the Commission is responsible.

Corporate Systems and Services Branch

This branch includes corporate policy and strategic planning, management systems and policies, internal audit and program evaluation, and financial, personnel and other administrative and support services for the Commission.

Manuals

- Appeals Directorate — Manual of Procedures
- Audit Branch Manual
- Operations Procedures Manual (Staffing)
- Procedures Manual (Investigations)
- Staffing Policies and Guidelines
- Subject Classification Guide
- Training Programs Branch Compendium of Policies and Procedures

Additional Information

Members of the public seeking information about various PSC programs, services and policies are encouraged to contact:

Information Centre
L'Esplanade Laurier, West Tower
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M7
(613) 996-5010

B. CLASSES OF RECORDS

Access Procedures

Formal requests under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Public Service Commission
L'Esplanade Laurier, West Tower
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M7
(613) 992-9026

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of these institutions has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. These rooms are open from 08:30 to 16:30, and are located in:

Pacific and Yukon Region

Sinclair Center
5th Floor
757 Hastings Street West
Vancouver, British Columbia

Yukon Centre
4114 Fourth Avenue
Whitehorse, Yukon

Alberta and Northwest Territories Region

Canada Place
830-9700 Jasper Avenue
Edmonton, Alberta

Precambrian Building
4922—52nd Avenue
Yellowknife, Northwest Territories

Manitoba and Saskatchewan Region

Imperial Bank of Commerce Building
1867 Hamilton Street
Regina, Saskatchewan

Revenue Building
391 York Avenue
Winnipeg, Manitoba

Ontario Region

3rd Floor, Dominion Public Building
1 Front Street West
Toronto, Ontario

National Capital Region

L'Esplanade Laurier, 11th Floor
300 Laurier Avenue West
Ottawa, Ontario

Quebec Region

Complexe Guy-Favreau
8th Floor, West Tower
200 René Lévesque Boulevard West
Montreal, Quebec

Place Sillery
Room 205
1126 chemin St-Louis
Quebec, Quebec

Atlantic Region

Brunswick Building
1888 Brunswick Street
Halifax, Nova Scotia

Central and Eastern Trust Building
860 Main Street
Moncton, New Brunswick

Government Building
354 Water Street
St. John's, Newfoundland

Confederation Court Mall
134 Kent Street
Charlottetown, Prince Edward Island

Classes of Records

PSC/AIB-005
Appeals
Description: Information on appeals by public servants, including cases brought before the Federal Court of Canada and the Supreme Court of Canada, concerning alleged breaches of the *Public Service Employment Act* and Regulations, and appointments or recommendations for demotions and releases. *Topics:* Appeals — general; Federal and Supreme Court cases.

PSC/AIB-010
Investigations
Description: Information on the investigation of complaints concerning personal harassment and the application of the *Public Service Employment Act*, except allegations of discrimination as defined in the Act. *Topics:* Cases; special investigations.

PSC/AIB-015
Anti-discrimination
Description: Information on alleged discrimination in the public service on grounds of sex, race, national origin, colour, religion, age, marital status, physical disability, criminal record, security clearance and political preference, and equitable application of regulations dealing with conditions of work. *Topics:* Cases; sex restrictions; special cases. (N.B. Only cases received up to and including April 3, 1985. Effective April 4, 1985, all complaints of discrimination on

proscribed grounds are dealt with by the Canadian Human Rights Commission.)

PSC/EXS-020
Executive Secretariat Records
Description: Information related to the establishment of policy; the right of public servants to take part in political activities; requests for leave to participate in federal, provincial or territorial elections; studies and operational reports, including the PSC annual report. *Topics:* Policies and programs; political partisanship; studies and reports; employees appointed under exclusion order; leave of absence to seek election; public servants released or demoted.

PSC/AUD-025
Audit
Description: Information on cyclical audits of staffing and other personnel activities in departments and agencies. *Topics:* Department special audit policy; methodology; delegation advisory committee; interdepartmental personnel audit and review committee.

PSC/SPB-030
Staffing Operations
Description: Information on appointments to non-delegated groups and levels, and on the recruitment and referral of applicants for appointment to positions in delegated groups and levels; instruments of delegation of staffing authority; advice and assistance to other departments on staffing activities; information on training and development of participants in the employment equity programs; and the certification of staffing officers. *Topics:* Appointments; black employment; competitions; delegation of staffing authorities; employment of women, indigenous, disabled and visible minority persons; probation; recruitment and referral; post-secondary recruitment; separations; staffing priorities; transfers; and co-operative education program.

PSC/SPB-040
Employment Equity
Description: Information on training, development, evaluation and cultural differences; recommendations for modifications in order to select methods to ensure the promotion of women, disabled persons, aboriginal peoples and members of visible minority groups. *Topics:* Advisory services; multi-year human resources plans; information on employment equity programs administered by the PSC, studies, reports, participant sponsorship; and statistics on target groups.

PSC/EXS-045 *Formerly identified as:* PSC/SPB-045
Official Languages
Description: Information on guidelines for determining the language proficiency requirements of bilingual positions; statistics on appointments to bilingual positions; advice and assistance on language training plans for appointees to bilingual positions; participation in special studies on staffing of bilingual positions and on equitable participation of both official languages groups and staffing; and co-ordination of Commission concerns in the area of official languages. *Topics:* Advisory services; language selection standards; special studies; language tests; imperative and non-imperative staffing; francophone and anglophone participation.

PSC/SPB-050
Staffing Policies and Programs
Description: Information on planning and development of new or amended staffing policies, programs and directives; the direct participation in major legislative and regulatory studies and reviews; and the co-ordination of Commission-union consultation. *Topics:* Policies and procedures; bulletins and letters to deputy heads, directors of personnel and chiefs of staffing; interpretations; projects; studies and surveys.

PSC/SPB-065
Management Category Resourcing Program
Description: Information on policies and systems for resourcing of the management category. *Topics:* Counselling; human resource planning; performance review and employee appraisals; official languages; retirement and separation; training and development; resourcing/competition files; information systems; statistics.

PSC/SPB-070
Career Assignment Program (CAP)
Description: Information on the selection, education and assignment of CAP candidates; also special development programs. *Topics:* Advisory services; assignments; education; participation files; selection; studies; surveys and reports.

PSC/SPB-075
Interchange Canada Program
Description: Information on the exchange of professional personnel between federal and non-federal organizations. *Topics:* Business and industry; all levels of government; Crown corporations; non-profit organizations; voluntary associations and academic institutions.

PSC/SPB-080
International Assignment Program
Description: Information on the assignment of Canadians to various international organizations and foreign governments, as well as non-Canadians on assignment in the federal public service. *Topics:* Foreign governments and international organizations.

PSC/SPB-081
Business/Government Executive Exchange
Description: Information on the exchange of executive personnel between various federal and business organizations. *Topics:* Companies; corporations; manufacturers; and federal government organizations.

PSC/TPB-105
Language Training
Description: Information on program planning, design, implementation, evaluation and quality control of language training programs; courses, advisory services, studies, and reports. *Topics:* Advisory services; courses and methods; policies; studies; surveys and reports.

PSC/SPB-110
SPB Assignment Program (New)
Description: Information on the movement of employees between divisions, directorates and branches of the PSC. *Topics:* Developmental assignments.

PSC/SPB-115
Interdepartmental Secondment Program (New)
Description: Information on the movement of employees between federal government organizations. *Topics:* Federal government organizations; developmental secondments.

PSC/TPB-120
Training and Development (New)
Description: Information on courses, seminars and workshops; private and public training events; marketing of products; consultative and advisory services; accreditation and certification of courses. *Topics:* Calendar of courses; course design and development; marketing and information; participant information and counselling; registration; studies, surveys and reports.

PSC/TPB-125
Quality Assurance (New)
Description: Information on the verification of the quality of products and services offered by the Branch. *Topics:* Monitoring activities; evaluations of methods and training material; evaluations by participants; occupational analysis studies; validation of Training Program Branch courses, plans and projects.

PSC/TPB-130
Training Systems and Technology (New)
Description: Information on new training methods and systems. *Topics:* Computer-assisted training; alternate learning techniques; systems approach to training; development and use of audio-visual aids.

PSC/CSS-901
Administration
Description: See Standard Classes of Records.

PSC/CSS-903
Administration and Management Services
Description: See Standard Classes of Records.

PSC/CSS-905
Buildings and Properties
Description: See Standard Classes of Records.

PSC/CSS-909
Equipment and Supplies
Description: See Standard Classes of Records.

PSC/CSS-910
Furniture and Furnishings
Description: See Standard Classes of Records.

PSC/CSS-911
Office Appliances
Description: See Standard Classes of Records.

PSC/CSS-912
Procurement
Description: See Standard Classes of Records.

PSC/CSS-913
Vehicles
Description: See Standard Classes of Records.

PSC/CSS-914
Finance
Description: See Standard Classes of Records.

PSC/CSS-915
Accounts and Accounting
Description: See Standard Classes of Records.

PSC/CSS-916
Audits
Description: See Standard Classes of Records.

PSC/CSS-917
Budgets
Description: See Standard Classes of Records.

PSC/CSS-918
Personnel
Description: See Standard Classes of Records.

PSC/CSS-919
Classification of Positions
Description: See Standard Classes of Records.

PSC/CSS-920
Employment and Staffing
Description: See Standard Classes of Records.

PSC/CSS-921
Human Resources
Description: See Standard Classes of Records.

PSC/CSS-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

PSC/CSS-923
Official Languages
Description: See Standard Classes of Records.

PSC/CSS-924
Pensions and Insurance
Description: See Standard Classes of Records.

PSC/CSS-925
Salaries and Wages
Description: See Standard Classes of Records.

PSC/CSS-926
Staff Relations
Description: See Standard Classes of Records.

PSC/CSS-927
Training and Development
Description: See Standard Classes of Records.

Deleted Classes of Records

The information contained in the following classes of records has been incorporated into PSC/TPB-120, PSC/TPB-125 and PSC/TPB-130:

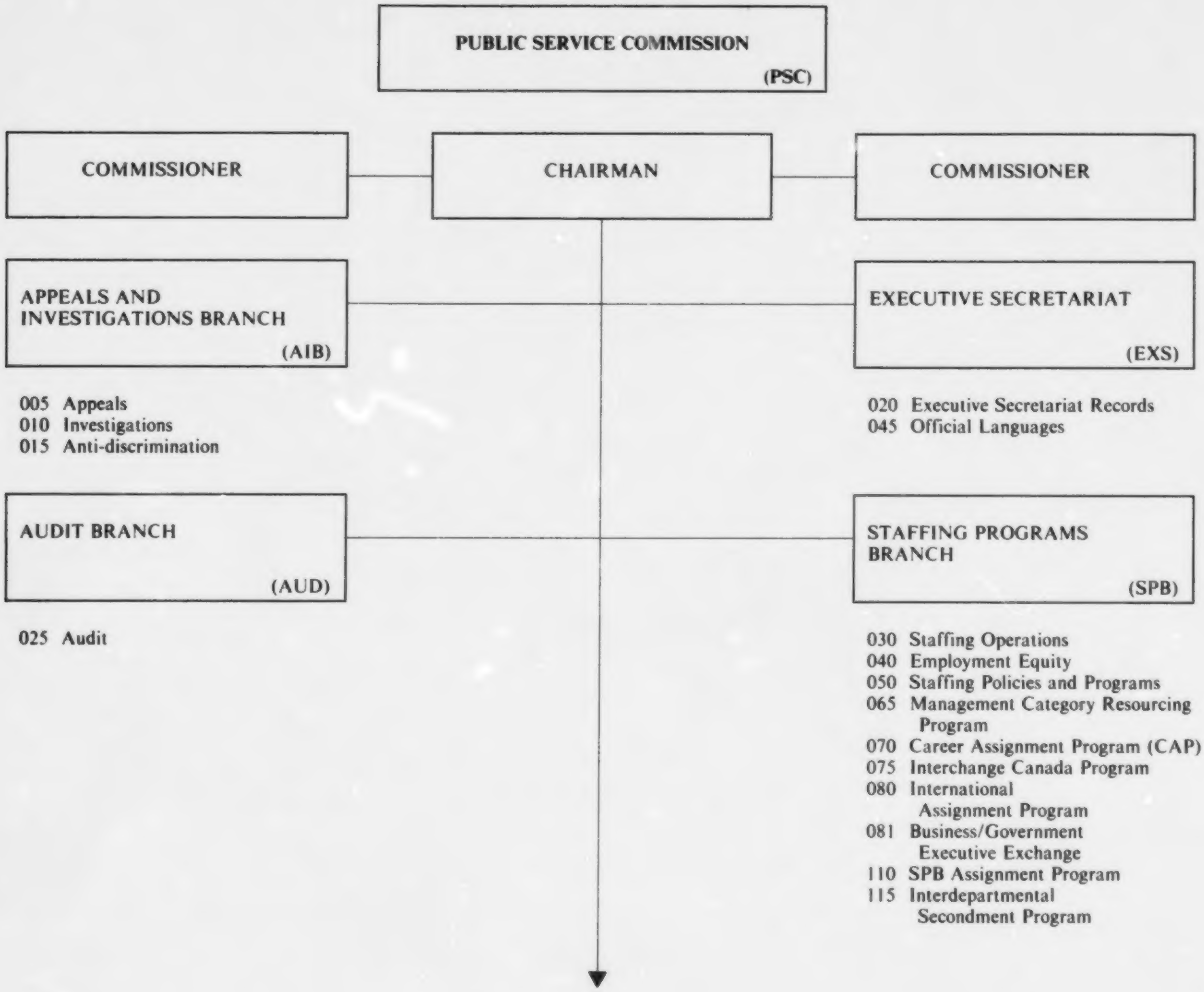
PSC/TPB-090	Managerial and Supervisory Training
PSC/TPB-095	Occupational and Specialties Training
PSC/TPB-100	Staff Development Plans and Operations

PUBLIC SERVICE COMMISSION OF CANADA

The following class of records has been transferred to the Canadian Centre for Management Development:

PSC/TPB-085	Executive and Senior Management Development

PUBLIC SERVICE COMMISSION OF CANADA



005 Appeals
010 Investigations
015 Anti-discrimination

020 Executive Secretariat Records
045 Official Languages

025 Audit

030 Staffing Operations
040 Employment Equity
050 Staffing Policies and Programs
065 Management Category Resourcing Program
070 Career Assignment Program (CAP)
075 Interchange Canada Program
080 International Assignment Program
081 Business/Government Executive Exchange
110 SPB Assignment Program
115 Interdepartmental Secondment Program

PUBLIC SERVICE COMMISSION OF CANADA

TRAINING PROGRAMS BRANCH
(TPB)

105 Language Training
120 Training and Development
125 Quality Assurance
130 Training Systems and Technology

CORPORATE SYSTEMS AND SERVICES BRANCH
(CSS)

901 Administration
903 Administration and Management Services
905 Buildings and Properties
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicles
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
PUBLIC SERVICE COMMISSION
L'ESPLANADE LAURIER, WEST TOWER
300 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0M7

Chapter 88

PUBLIC SERVICE STAFF RELATIONS BOARD

A. GENERAL INFORMATION

Historical Background

The Public Service Staff Relations Board was established in 1967 by the *Public Service Staff Relations Act*.

Responsibilities

The Board administers the *Public Service Staff Relations Act*. Its responsibilities include such matters as determination of bargaining units, certification and decertification of bargaining agents, arbitration of interest disputes, adjudication of rights disputes, and generally providing an administrative structure within which the rights and responsibilities of the employers and employees in the federal public service may be exercised and/or enforced. The Board also administers the provisions of the *Parliamentary Employment and Staff Relations Act* as well as certain provisions of Part II of the *Canada Labour Code*. In addition, the Board is responsible, through the Pay Research Bureau, for obtaining information on rates of pay, employee earnings, conditions of employment and related practices, prevailing both inside and outside the public service to meet the needs of the parties bargaining in the federal public service.

Legislation

- Parliamentary Employment and Staff Relations Act
- Part II — Canada Labour Code (certain provisions only)
- P.E.S.R.A. Regulations and Rules of Procedures
- Public Service Staff Relations Act
- Public Service Staff Relations Board Regulations and Rules of Procedures

Organizational Units and their Role

Pursuant to the *Public Service Staff Relations Act* (R.S.C. 1985, chapter P-35), the Board is composed of "...a Chairman, a Vice-Chairman, not less than three Deputy Chairmen and such other full-time and part-time members as the Governor in Council considers necessary to discharge the responsibilities of the Board." All appointments are for periods not exceeding seven years, with the exception of the chairman, vice-chairman and deputy chairmen, whose appointments are for periods not exceeding ten years. Part-time members are appointed either for the purpose of adjudicating upon grievances, or chairing divisions of the Board with respect to requests made for arbitration of certain terms or conditions of employment and issuing arbitral awards thereon.

Pay Research Bureau

This bureau is responsible for obtaining information on rates of pay, employee earnings, conditions of employment and related practices, prevailing both inside and outside the public service, to meet the needs of the parties bargaining in the federal public service. It is also responsible for developing and maintaining a data bank of up-to-date data and conducting research studies to support the processes of collective bargaining in the Public Service of Canada. It provides information on compensation and related matters in the federal public service to industry, provincial and municipal governments, bargaining agents and other organizations, when to do so is in the public interest.

Office of the Secretary-Registrar

The secretary-registrar is responsible for the development and administration of an effective and efficient case management and control system for all proceedings coming before the Board under the provisions of the Acts and their regulations. This includes, in addition to an individual case registration and file system for each type of proceeding, the provision of support services for Board meetings and hearings throughout Canada such as hearing accommodations, clerical and secretarial assistance, recording and transcribing facilities and arrangements for court reporters.

Office of Mediation Services

The office provides a mediation and conciliation service to employers and bargaining agents when impasses occur in the negotiation of collective agreements. Assistance, including the conduct of examination hearings on behalf of the Board, is provided to the same parties to determine employees holding managerial or confidential positions who are to be excluded from the bargaining unit. Similar assistance is given in the matter of the determination of designated employees who do not have the right to strike. Finally, mediation, advice and guidance is provided to parties and individuals in complaints before the Board.

Legal Services

This unit provides the chairman, members and officers with legal advice and counsel on matters relating to the operations of the Board. It also represents the interests of the Board in judicial review proceedings before the Federal Court of Appeal.

Administration Branch

The Administration Branch consists of the Administrative Services Division, the Financial Services Division, the Library Services Division and the Personnel Services Division. This branch is responsible for the provision of support services to the various organizational units of the Board.

Manuals

- Office of Mediation Procedures — Conciliation Boards, Mediators, Conciliators
- Operational Procedures Manual — Automated Pay Survey Program
- PRB Policies, Practices and Procedures Manual
- PSSRB Reports
- Office of the Secretary-Registrar — Administrative Procedures

Additional Information

Requests for further information about the Board, its various programs and functions may be directed to:

Secretary-Registrar
Public Service Staff Relations Board
240 Sparks Street
P.O. Box 1525, Station B
Ottawa, Ontario
K1P 5V2
(613) 990-1804

B. CLASSES OF RECORDS

Access Procedures

All formal requests under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Public Service Staff Relations Board
P.O. Box 1525, Station B
240 Sparks Street
Ottawa, Ontario
K1P 5V2
(613) 990-1804

Reading Room

The Board's Records Office has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address of the Records Office is: 240 Sparks Street, Room 608A, Ottawa, Ontario.

Classes of Records

SRB/PRB-005
Salaries and Wages
Description: Information on the salaries and wages of selected employee groups in Canada. *Topics:* Salaries and wages of Canadian professional, administrative, technical, administrative support and operational employees. *Retrievability:* Files arranged by subject. *Storage Media:* Computer, paper copy and microfiche.

SRB/PRB-010
Federal Public Service Collective Bargaining Information
Description: Collective bargaining information on federal public servants. *Topics:* Publications — collective agreement analysis; settlement summaries; arbitration and conciliation indices. *Retrievability:* Files arranged by subject. *Storage Media:* Computer, paper copy and microfiche.

SRB/PRB-015
Benefits and Working Conditions
Description: Information on benefits and working conditions of employees in Canada. *Topics:* Employee benefits — management, professional, office and non-office employees; incidence and characteristics of benefits. *Retrievability:* Files arranged by subject. *Storage Media:* Computer, paper copy and microfiche.

SRB/OSR-020
Certification of Bargaining Agents
Description: Applications from employee organizations seeking certification as bargaining agents for groups of employees considered to be units of employees appropriate for collective bargaining. *Topics:* Applications for certification, constitutions and by-laws. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-025
Revocation of Certification of Bargaining Agents
Description: Information on revocation of certification. Any person claiming to represent a majority of employees in a bargaining unit may apply to the Board for a declaration that the certified bargaining agent no longer represents a majority of the employees. *Topics:* Applications for revocation of certification. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-030
Resolution of Disputes
Description: Information on the process specified by a bargaining agent for resolving a dispute when negotiating a collective agreement with the employer. The dispute could either be referred to the Board for arbitration or to a conciliation board. The process and any future alterations from one method to the other are recorded by the Board as part of the certification process. *Topics:* Specification of process for resolution of disputes. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-035
Determination of Rights of Bargaining Agents
Description: Information on the determination by the Board, after the revocation of certification of a bargaining agent, as to rights and duties of that bargaining agent or those of the new bargaining agent. *Topics:* Applications for determination of rights of bargaining agents. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-040
Declaration of Successor Rights
Description: Information on the declaration or determination by the Board as to what rights, privileges, and duties, if any, have been acquired or are retained by an employee organization after a merger or amalgamation of employee organizations or a transfer of jurisdiction among employee organizations other than by revocation of certification. *Topics:* Applications for determination of successor rights. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-045
General Powers and Duties of the Board
Description: Information on the general powers and duties of the Board, including the issuing of orders requiring compliance with the Act, regulations or any decision on matters coming before the Board. *Topics:* Applications to the Board for compliance orders under provisions of the Act which have no specific remedy prescribed. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

PUBLIC SERVICE STAFF RELATIONS BOARD

SRB/OSR-050

Requests for Review of Decisions

Description: Information on the review, revision, amendment, alteration or variation by the Board of any of its decisions or orders. *Topics:* Requests for review of Board decisions. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-055

Determination of Status of Employees

Description: Determinations by the Board on the eligibility of any employee or class of employees to be included as a member of a bargaining unit. *Topics:* Applications for determination of status of employees in bargaining units. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-060

Complaints of Unfair Practices

Description: Information on complaints alleging unfair practices. *Topics:* Contravention of the Act or regulations; failure to give effect to a provision of an arbitral award; failure to give effect to an adjudicator's decision. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-065

Presentation of Grievances and Referral to Adjudication

Description: Information on the presentation of certain grievances over a wide range of matters affecting terms and conditions of employment, except where there is an administrative procedure for redress provided for under an Act of Parliament. *Topics:* References to Board for adjudication of grievances concerning: provisions of collective agreements or arbitral awards; disciplinary action resulting in discharge, suspension or a financial penalty. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-070

Policy Grievances

Description: Information on determinations by the Board, of references by employers or bargaining agents to enforce obligations alleged to arise out of collective agreements or arbitral awards. *Topics:* References of grievances to Board by a bargaining agent or an employer. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-075

Objections to Managerial and Confidential Exclusions

Description: Information on determinations by the Board, after objections by the bargaining agents, of the status of employees proposed for exclusion from bargaining units by the employer on the grounds that they are employed in a managerial or confidential capacity. *Topics:* Determinations by the Board on status of employees proposed as managerial or confidential exclusions. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-080

Designated Employees

Description: Rulings on the status of employees or classes of employees in a bargaining unit, whose duties at any particular time are necessary in the interest of the safety or security of the public. *Topics:* Determinations by the Board on employees proposed for designation in the interest of the safety or security of the public. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-085

Requests for Arbitration

Description: Information on written requests for arbitration from either party after both have bargained in good faith but have been unable to reach agreement on any term or condition of employment, for employees in a bargaining unit whose bargaining agent has specified referral to arbitration as the method for resolving negotiation disputes. *Topics:* Requests by bargaining agent or employer for arbitration of matters in dispute. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-090

Applications for Extension of Time to Implement Arbitral Awards

Description: Information on application from either party for extension of time to implement the provisions of arbitral awards if unable to do so within the required 90 days. *Topics:* Applications for extension of time to implement arbitral awards. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-095

Applications for Extension of Time to Implement Provisions of Collective Agreements

Description: Information on application by either party for extension of time to implement the provisions of a collective agreement if unable to do so within the period agreed upon, or 90 days. *Topics:* Applications for extension of time to implement provisions of collective agreements. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-100

Applications for Declaration of Strikes as Lawful or Unlawful

Description: Information on applications by either employers or bargaining agents for a declaration by the Board on the legality of strikes. *Topics:* Applications for a declaration of a strike as lawful or unlawful. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-105

Consent to Prosecute

Description: Applications for consent to prosecute in the courts an alleged failure by any person to observe any prohibition contained in sections 8, 9 or 10, or an offence under section 105 of the Act. *Topics:* Applications for consent to prosecute. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-110

Applications for Extension of Time

Description: Applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation of proceedings when the prescribed time for each of these activities has expired. *Topics:* Applications for extension of time prescribed in the Board's regulations. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-115

Approval of Grievances Forms

Description: Approvals for employers' grievance forms to be made available to their employees. *Topics:* Approval of an employer's grievance presentation form. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

PUBLIC SERVICE STAFF RELATIONS BOARD

SRB/OSR-120

Applications to Determine a New Occupational Group

Description: Applications to determine an occupational category of employees other than those identified in section 2 of the Act. *Topics:* Applications to determine a new occupational category. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OSR-125

Questions of Law or Jurisdiction

Description: Rulings on questions of law or jurisdiction arising in connection with a matter that has been referred to the arbitration tribunal or adjudicator. *Note:* Section 23 of the Act (R.S.C. 1970, chapter P-35) has been repealed effective October 1, 1975 and this file series is now closed. *Topics:* Determination of questions of law or jurisdiction concerning a matter referred for arbitration or referred to adjudication. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy, microfiche.

SRB/OMD-130

Requests for a Conciliator

Description: Written requests by employers or bargaining agents, during the collective bargaining process, for conciliators when the parties are unable to reach agreement on a term or condition of employment which may be embodied in a collective agreement. *Topics:* Terms or conditions of employment under negotiation for a collective agreement. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy.

SRB/OMD-135

Appointment of a Mediator

Description: Information on the appointment by the chairman of a mediator to attempt to resolve differences between the employer and a bargaining agent. *Topics:* Terms or conditions of employment under negotiation for a collective agreement. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy.

SRB/OMD-140

Requests for the Establishment of a Conciliation Board

Description: Information on the establishment of a conciliation board for the investigation and conciliation of disputes. At the request of either party, by notice in writing to the Chairman, the bargaining agent for the bargaining unit concerned has specified referral to a conciliation board as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement on any term or condition of employment for employees in the relevant bargaining unit. *Topics:* Requests for establishment of conciliation boards; terms or conditions of employment under negotiation for a collective agreement. *Retrievability:* Files arranged by case file. *Storage Media:* Paper copy,microfiche.

SRB/OSR-145

Decisions of Safety Officers (subsection 129(5) — Part II — Canada Labour Code)

Description: Referrals to the Board of decisions of Safety Officers concerning the refusal of an employee to work because of an alleged danger. *Topics:* Decisions of Safety Officers; determination of the Board as to the circumstances of the Safety Officer's decisions and reasons therefor. *Retrievability:* Files arranged by case files. *Storage Media:* Paper copy.

SRB/OSR-150

Complaints (section 133 — Part II — Canada Labour Code)

Description: Complaints from employees against employers for allegedly taking action against them because they acted in accordance with section 128 or 129 of Part II of the *Canada Labour Code*. *Topics:* Complaints from employees; determination of the Board on the merits of the complaints. *Retrievability:* Files arranged by case files. *Storage Media:* Paper copy.

SRB/OSR-155

Appointment of Arbitrators and Adjudicators

Description: Information on the appointment of arbitrators and adjudicators appointed to resolve negotiation impasses and grievances. *Topics:* Résumés; Order-in-Council appointment documents. *Retrievability:* Files arranged by surname. *Storage Media:* Paper copy.

SRB/ADM-901

Administration

Description: See Standard Classes of Records.

SRB/ADM-902

Acts and Legislation

Description: See Standard Classes of Records.

SRB/ADM-903

Administrative and Management Services

Description: See Standard Classes of Records.

SRB/ADM-905

Buildings and Properties

Description: See Standard Classes of Records.

SRB/ADM-907

Lands

Description: See Standard Classes of Records.

SRB/ADM-908

Utilities

Description: See Standard Classes of Records.

SRB/ADM-909

Equipment and Supplies

Description: See Standard Classes of Records.

SRB/ADM-910

Furniture and Furnishings

Description: See Standard Classes of Records.

SRB/ADM-911

Office Appliances

Description: See Standard Classes of Records.

SRB/ADM-912

Procurement

Description: See Standard Classes of Records.

SRB/ADM-913

Vehicles

Description: See Standard Classes of Records.

PUBLIC SERVICE STAFF RELATIONS BOARD

SRB/ADM-914
Finance
Description: See Standard Classes of Records.

SRB/ADM-915
Accounts and Accounting
Description: See Standard Classes of Records.

SRB/ADM-916
Audits
Description: See Standard Classes of Records.

SRB/ADM-917
Budgets
Description: See Standard Classes of Records.

SRB/ADM-918
Personnel
Description: See Standard Classes of Records.

SRB/ADM-919
Classification of Positions
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SRB/ADM-920
Employment and Staffing
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SRB/ADM-921
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SRB/ADM-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

SRB/ADM-923
Official Languages
Description: See Standard Classes of Records.

SRB/ADM-924
Pensions and Insurance
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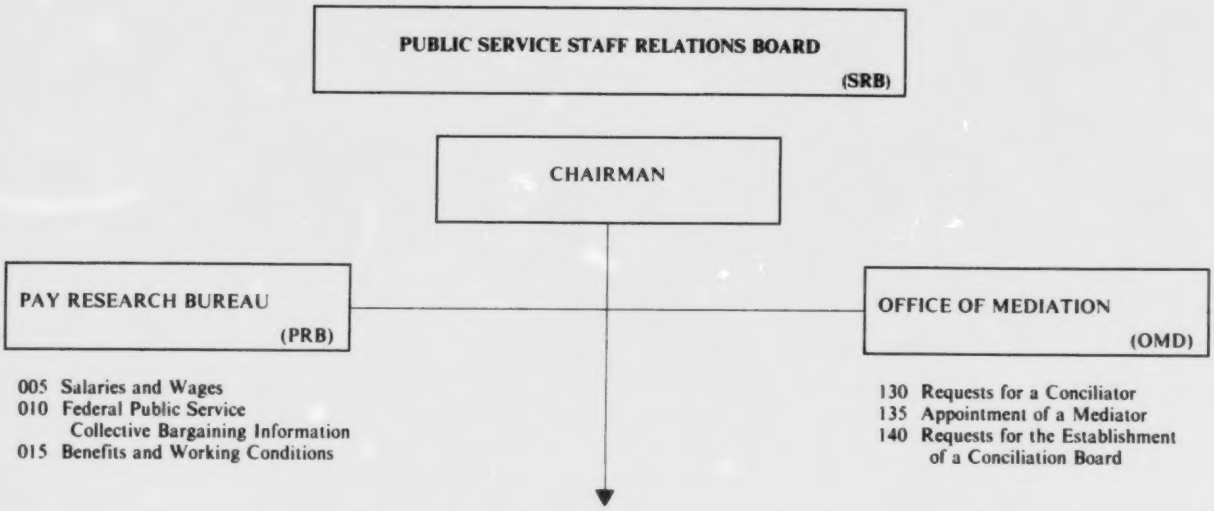
SRB/ADM-925
Salaries and Wages
Description: See Standard Classes of Records.

SRB/ADM-926
Staff Relations
Description: See Standard Classes of Records.

SRB/ADM-927
Training and Development
Description: See Standard Classes of Records.

PUBLIC SERVICE STAFF RELATIONS BOARD



005 Salaries and Wages
010 Federal Public Service Collective Bargaining Information
015 Benefits and Working Conditions

130 Requests for a Conciliator
135 Appointment of a Mediator
140 Requests for the Establishment of a Conciliation Board

PUBLIC SERVICE STAFF RELATIONS BOARD

OFFICE OF THE SECRETARY/REGISTRAR (OSR)

020 Certification of Bargaining Agents
025 Revocation of Certification of Bargaining Agents
030 Resolution of Disputes
035 Determination of Rights of Bargaining Agents
040 Declaration of Successor Rights
045 General Powers and Duties of the Board
050 Requests for Review of Decisions
055 Determination of Status of Employees
060 Complaints of Unfair Practices
065 Presentation of Grievances and Referral to Adjudication
070 Policy Grievances
075 Objections to Managerial and Confidential Exclusions
080 Designated Employees
085 Requests for Arbitration
090 Applications for Extension of Time to Implement Arbitral Awards
095 Applications for Extension of Time to Implement Provisions of Collective Agreements
100 Applications for Declaration of Strikes as Lawful or Unlawful
105 Consent to Prosecute
110 Applications for Extension of Time
115 Approval of Grievances Forms
120 Applications to Determine a New Occupational Group
125 Questions of Law or Jurisdiction
145 Decisions of Safety Officers (subsection 129(5)—Part II—Canada Labour Code)
150 Complaints (section 133 — Part II — Canada Labour Code)
155 Appointment of Arbitrators and Adjudicators

ADMINISTRATION (ADM)

901 Administration
902 Acts and Legislation
903 Administrative and Management Services
905 Buildings and Properties
907 Lands
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicles
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

ACCESS TO INFORMATION CO-ORDINATOR
PUBLIC SERVICE STAFF RELATIONS BOARD
P.O. BOX 1525, STATION B
240 SPARKS STREET
OTTAWA, ONTARIO
K1P 5V2

Chapter 89

PUBLIC WORKS CANADA

A. GENERAL INFORMATION

Historical Background

The Department of Public Works (Public Works Canada) was established in 1867 by the *Public Works Act* (S.C. 1867-68, chapter 12).

Responsibilities

Public Works Canada attends to the Government's office and other real property needs, and offers expert advice and services in the management, operation and disposal of federal real property at market-based rates, while contributing to the Government's social, economic and environmental objectives.

The Department, under the provisions of the *Public Works Act*, has a dual role with respect to real property. The first role of Public Works Canada is that of custodian, responsible for the management, charge, and direction of federal office and general purpose accommodation, certain bridges, highways, locks, dams, and the Parliamentary Precinct. The Department's second role is as a common service agency responsible for providing, at market-based prices, architectural and engineering services for the design, construction, and project management of federal facilities, and also real estate, property management, and dredging services to other federal departments and agencies.

Legislation

- Bridges Act, R.S.C. 1985, chapter B-8 (See also Table of Public Statutes, except Fort Falls Bridge Authority)
- Dry Docks Subsidies Act, R.S.C. 1985, chapter D-4
- Expropriation Act, R.S.C. 1985, chapter E-21
- Government Property Traffic Act, R.S.C. 1985, chapter G-6
- Government Works Tolls Act, R.S.C. 1985, chapter G-8
- Municipal Grants Act, R.S.C. 1985, chapter M-13, amended chapter 44 (2nd supplement)
- Ottawa River Act, S.C. 1870, chapter 24
- Public Land Grants Act, R.S.C. 1985, chapter P-30, amended chapter 13 (1st supplement)
- Public Works Act, R.S.C. 1985, chapter P-38, amended chapter 13 (1st supplement)
- Public Works Health Act, R.S.C. 1970, chapter P-39
- Surplus Crown Assets Act, R.S.C. 1985 chapter S-27, amended chapter 22 (1st supplement)
- Trans-Canada Highway Act, R.S.C. 1970, chapter T-12

Organizational Units and their Role

Architectural and Engineering Services

Architectural and Engineering Services (A&ES) is responsible for all architectural and engineering services necessary to meet the contractual commitments of the Department and to deliver, at market-based rates, real-property-related architectural and engineering services appropriate to clients' needs. A&ES is organized into six national product sectors. These include Buildings, Marine, Land Transportation, as well as sectors dedicated to serving Indian and Northern Affairs (DIAND Technical Services), Environment Canada — Parks and Transport Canada — Air. There is also a corporate product sector, Strategic Management.

The **Buildings Product Sector** provides professional architectural and engineering services pertaining to the planning, design, project management and construction management of buildings for clients including the Services Program, the Accommodation Program and other government departments. These services include, among others, specialized architectural and engineering services and other industry support programs.

The **Marine Product Sector** provides professional engineering and technical services pertaining to all aspects of marine construction, design, planning and engineering, as required by Public Works Canada. This sector is also responsible for the development and co-ordination of marine works programs funded by this and other government departments.

The **Land Transportation Product Sector** provides professional engineering and technical services for all activities relating to transportation works, such as highways, structures (bridges) and other engineering works under the jurisdiction of Public Works Canada. It is also responsible for the planning and implementation of technical and administrative policies, standards and guidelines relating to the field of transportation as it pertains to works funded by this and other government departments.

The **DIAND Technical Services Product Sector** provides professional architectural and engineering services to Indian and Northern Affairs Canada relative to the technical planning, design, construction, operation and maintenance of real property and other capital assets.

The **Transport Canada — Air Product Sector** is responsible for all engineering and architectural services on a national basis for air terminal buildings, runways, air navigational facilities and other airport facilities that belong to the federal airport system.

The **A&ES (Environment Canada) Product Sector** provides client support and capital program delivery services to its client department, including input to the client's strategic and management planning activities, asset management and the development and delivery of the annual capital program for a wide range of real property facilities and mobile equipment.

Strategic Management consists of five main divisions. The **Technology Product Sector** carries out applied research and development studies, and provides services such as technology transfer through demonstration projects, publications and seminars, building performance analysis and barrier-free design. It also administers the National master specification and other industry programs. The **Planning and Systems Directorate** is responsible for the provision of planning expertise, administrative support and business systems. The **Project and Contract Management Directorate** is responsible for policies, systems and procedures relating to the selection and management of consultants in architectural, engineering and related disciplines. It also deals with the policies, procedures and systems for contract claims management and project management. The **Strategic Development Directorate** is responsible for developing branch strategies relative to major business approaches, including market-based charging, make or buy analysis and resourcing models. The **Policy Development and Evaluation Directorate** is responsible for managing the development of a comprehensive A&ES policy development program to ensure commonality of operations and provision of national direction within the A&ES organization. It also effects linkages with the private sector and client departments on policy matters relating to the design and construction industry.

Realty Services

This organization is responsible for the delivery of realty management and real estate services. **Real Estate Services** handles property acquisition and appraisal, property investment analysis and development, and commercial space marketing services. Legal land survey and property disposal services are also available. **Property Management** provides a full range of tenant services including planning, budgeting, scheduling and contracting for about 6 000 properties. **Client Services** negotiates management agreements with custodians which specify the services Realty will supply. **Facilities Maintenance** provides maintenance engineering services. **Realty Business Management** co-ordinates administrative, personnel, financial, and systems services for the Branch, and also develops policy and planning frameworks to ensure adherence to Public Works Canada and Treasury Board goals.

Accommodation

This organization, through its Real Property Program, is responsible for managing a diverse portfolio of federal real property in order to provide appropriate accommodation to federal tenants and to optimize investments. The Real Property Program comprises four activities: Program Co-ordination, Office Facilities, Federal Facilities, and Municipal Grants. Within these four activities are four functions: Program Management, which includes the policies, standards, and practices governing the financial and operational planning, reporting and controls used to administer tenant accommodation, to regulate and protect Public Works Canada assets, and to manage the investment in the portfolio; Accommodation Management, which includes the policies and procedures governing tenant demand, tenant operational norms, tenant long-term planning, tenant counselling, and space planning and utilization; Asset Management, which comprises the standards and regulations affecting the efficient and effective performance of the assets in such areas as health, safety, environmental and social considerations, and the life-cycle performance and return on investment of the Public Works Canada portfolio; and Investment Management, which entails the management of financial resources associated with the portfolio, including the acquisition of real estate through construction, purchase, lease, and lease-purchase, and the divestiture, devolution, or disposal of disinvestments by sale, transfer, or demolition.

Corporate Management

The Contract Policy and Administration directorate is responsible for the development, recommendation and implementation of policies, guidelines, procedures and documentation as they relate to the management and administration of all types of Department of Public Works contracts except for architectural and engineering consulting contracts, which are handled through the Architectural and Engineering Services Branch.

Financial Services directs departmental financial planning, prepares multi-year operational plans and estimates, negotiates resources with the Treasury Board of Canada, allocates resources, and provides budgetary control and financial analysis.

The Corporate Finance division processes, records and reports on the Department's financial transactions and accounting activities; develops, co-ordinates, monitors and evaluates departmental management accounting systems and structures, including a full cost disclosure system, in compliance with central agency and departmental policy or directives; supports all departmental travel and relocation programs and (in conjunction with personnel) the pay administration system; produces public accounts year-end submissions; and ensures accountability for non-budget fiscal accounts. The Treasury function controls and reports on cash management. The division provides related policy advice and feasibility assessments for departmental, interdepartmental and central agency committees.

Informatics Services is responsible for promoting, guiding and managing the timely introduction and the productive utilization of informatics technology and expertise. Services include the design and development of the Department's technical informatics infrastructure, the development and maintenance of national computer applications, and support for the Department's computer users.

Corporate Policy and Administration (CORPA) is responsible for corporate policy development and analysis, and ensuring the Department's adherence to Access to Information and Privacy (ATIP) legislation. CORPA is also responsible for advising the Minister and the Deputy Minister on corporate policy matters of concern to the Department as a whole; for the development and maintenance of sound management practices; for the provision of all administrative support policies and services including procuring and maintaining telecommunications equipment; providing internal mail and messenger services; procuring office equipment and supplies; storing records and disposing of unnecessary documents; maintaining a library; and providing tenant services while looking after workplace safety and departmental security. CORPA also provides support to the Minister (through the Deputy Minister) in his or her relationship with the following Crown corporations: Canada Lands Company (Vieux-Port de Quebec, Vieux-Port de Montréal and Mirabel), Harbourfront Corporation, and Canadian Museums Construction Corporation Inc.

Claims Review and Analysis is responsible for maintaining a current inventory of all contract claims disputes. In concert with Architectural and Engineering Services, Realty Services and Legal Services, the Directorate reviews claims to identify those that seem impossible to resolve through the normal departmental process. Claims that cannot be resolved internally can be referred to a contract disputes advisory board or go to commercial arbitration or litigation. The Directorate provides guidance, any necessary research, and administrative resource capabilities should one of these alternatives be pursued.

In addition to providing guidance to senior management and project managers in the handling of disputes, the unit formulates policies and procedures through careful monitoring, post-audit and evaluation of various disputes, including those involving litigation.

Human Resources

This organization provides national policy and services in the areas of staffing, classification, staff relations, career planning, training and development, human resources planning, employee assistance, work force adjustment, employment equity, and other areas concerning human resources. It maintains several automated national information systems relative to human resources management.

Corporate Communications

This organization is responsible to the Deputy Minister for developing, implementing, maintaining and evaluating communications programs and mechanisms addressed to the Department's clients, employees, and the public. It also receives feedback on communications activities and maintains effective communications with the media. The organization is responsible for providing communications advice and support to the Minister, and for keeping him informed of events that affect the Department. It also maintains liaison with public affairs and information services divisions in other government departments, and provides advice on the implementation of the federal identity program.

Ministerial Services

Ministerial Services is responsible for the provision of secretarial services to the Department and administrative support for ministerial and executive correspondence, including the co-ordination of oral and written questions and their responses for the House, and administrative support for Treasury Board submissions.

Audit and Evaluation Branch

Management Audit provides an all-embracing audit program which is an independent examination and systematic review and appraisal of activities at all levels of management and in all operations of the Department. As a result, Management Audit is able to advise Management and the Audit and Evaluation Committee on the efficiency, economy and effectiveness of management policies, practices and controls.

Program Evaluation provides a thorough, independent review of the effectiveness of programs in achieving their objectives, and the efficiency with which they are being administered. Review results may dictate changing the way programs are operated, clarifying program objectives, reducing or eliminating programs and identifying programs or aspects of programs which have increased in relative priority.

Manuals

- Administration
- Affirmative Action
- Corporate Communications
- Contract Policy and Administration
- Departmental Index of Authorities
- Departmental Planning and Co-ordination
- Design and Construction
- E.I.S. — Appointments and Announcements
- E.I.S. — Directives
- Emergency Preparedness
- Environmental Safety
- Financial Management
- Information Management
- Market-Based Charging
- Materiel and Facilities Management
- Organization
- Personnel Management
- Project Delivery System
- Property Administration
- Real Estate Services

Additional Information

The Department of Public Works is a highly decentralized department, delivering service to other federal government departments from six regional offices. There are also several district offices located in each region, which provide local service to the Department's clients and the public. The regional offices carry out the Department's program delivery responsibilities and services in the areas of planning, property administration, real estate services, contract policy and administration, design and construction, and finance and administration. Requests for further information about the Department and its various programs and functions may be directed to:

Headquarters

Department of Public Works
Corporate Communications
Sir Charles Tupper Building, Room 7D
Riverside Drive
Ottawa, Ontario
K1A 0M2
(613) 998-9564

Pacific Region

Department of Public Works
Corporate Communications Manager
1166 Alberni Street
Vancouver, British Columbia
V6E 3W5
(604) 666-8268

Western Region

Department of Public Works
Corporate Communications Manager
Room 1000, 9700 Jasper Avenue
Edmonton, Alberta
T5J 4E2
(403) 495-3176

Department of Public Works
Finance and Administration Manager
Federal Building, Room 201
269 Main Street
Winnipeg, Manitoba
R3C 1B2
(204) 983-2388

Department of Public Works
Finance and Administration Manager
2221 Hanselman Court
Saskatoon, Saskatchewan
S7L 6A8
(306) 975-4667

Ontario Region

Department of Public Works
Corporate Communications Manager
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
(416) 224-4361

Department of Public Works
Senior Departmental Representative
451 Talbot Street
P.O. Box 668, Station B
London, Ontario
N6A 4Y4
(519) 645-4288

Department of Public Works
Senior Departmental Representative
1st Floor, 369 Queen Street East
Sault Ste. Marie, Ontario
P6A 1Z4
(705) 949-1511

Department of Public Works
Senior Departmental Representative
221 North Archibald Street
Thunder Bay, Ontario
P7C 3Y3
(807) 623-3033

National Capital Region

Department of Public Works
Corporate Communications Manager
Place du Portage, Phase IV
140 Promenade du Portage
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0M3)
(819) 997-7511

Quebec Region

Department of Public Works
Corporate Communications Manager
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-4537

Department of Public Works
Senior Departmental Representative
Champlain Harbour Station
Wolfe's Cove
Quebec City, Quebec
G1K 4K2
(418) 648-3631

Department of Public Works
Departmental Representative
P.O. Box 260
180 Cathedrale Avenue
Rimouski, Quebec
G5L 5H9
(418) 722-3000

Atlantic Region

Department of Public Works
Corporate Communications Manager
1505 Barrington Street
P.O. Box 2247
Halifax, Nova Scotia
B3J 3C9
(902) 426-2687

Department of Public Works
Senior Departmental Representative
189 Prince William Street
P.O. Box 7350, Station A
Saint John, New Brunswick
E2L 4J4
(506) 648-4516

Department of Public Works
Senior Departmental Representative
Building 301, Pleasantville
P.O. Box 4600
St. John's, Newfoundland
A1C 5T2
(709) 772-4946

Department of Public Works
Senior Departmental Representative
6th Floor, Dominion Building
P.O. Box 1268
Charlottetown, Prince Edward Island
C1A 7M8
(902) 566-7514

Department of Public Works
General Manager
P.O. Box 520, Station A
Goose Bay, Labrador
A0P 1S0
(709) 896-5191

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and mailing it to:

Headquarters

Access to Information Co-ordinator
Department of Public Works
Room C-221
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
(613) 998-9208

Atlantic Region

Department of Public Works
Regional Director General
1505 Barrington Street
P.O. Box 2247
Halifax, Nova Scotia
B3J 3C9
(902) 426-2341

Quebec Region

Department of Public Works
Regional Director General
200 René-Lévesque Boulevard West
Montreal, Quebec
H2Z 1X4
(514) 283-4850

National Capital Region

Department of Public Works
Regional Director General
Place du Portage, Phase IV
140 Promenade du Portage
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0M3)
(819) 997-7475

Ontario Region

Department of Public Works
Regional Director General
4900 Yonge Street
Willowdale, Ontario
M2N 6A6
(416) 224-4100

Western Region

Department of Public Works
Regional Director General
Room 1000, 9700 Jasper Avenue
Edmonton, Alberta
T5J 4E2
(403) 495-3183

Pacific Region

Department of Public Works
Regional Director General
1166 Alberni Street
Vancouver, British Columbia
V6E 3W5
(604) 666-2681

Reading Room

Reading rooms have been established at Headquarters and at the six regional offices, in compliance with section 71 of the *Access to Information Act*, where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. Their addresses are listed above in "Access Procedures".

Classes of Records

The following are the centralized classes of records maintained by Public Works Canada.

PWC/PWC-005

General Operations

Description: Information on operational activities. *Topics:* Access to Information and Privacy; ceremonies and celebrations; contract administration; flags and flag poles; professional and technical services charging; client profiles; demand forecast system; post-occupancy evaluation; project delivery system; and project management. *Storage Medium:* EDP systems.

PWC/PWC-010

Emergency Preparedness

Description: Information on emergency preparedness activities in peacetime and war. *Topics:* Emergency government facilities; engineering and construction resources; exercises; increased readiness procedures; international liaison; peacetime emergencies; blast shelters; national shelter program; blast and vulnerability reduction studies; provincial and community shelter plans; surveys. *Storage Media:* EDP systems, plans, photographs, maps, graphics, films, tapes and microfiche.

PWC/PWC-020

Specifications

Description: Specifications and Canadian government master specifications. *Topics:* Specifications — architectural, structural, landscaping, food services, conveyor systems, mechanical, electrical and civil. *Storage Medium:* Microfiche.

PWC/PWC-025

Design and Construction

Description: Construction programs. *Topics:* Construction and quality assurance; consultants project control; consultants; cost planning and estimating; environmental analysis; landscaping and site development standards; project control systems; reports and unsolicited proposals; questionnaires; electrical, mechanical, marine and civil engineering. *Storage Media:* EDP systems, slides and film, brochures, microfilm, photographs.

PWC/PWC-030

Project Files

Description: Information on projects undertaken such as renovations, alterations, minor works and repairs to buildings, civil and marine structures, as well as such work as dredging, landscaping and paving. *Topics:* Planning and design; consultants; tendering and contract award; construction payments; claims; change orders; meetings; project scheduling; reports; shop drawings; testing; fine art (see also PWC/PWC-015); materials and equipment. *Storage Media:* Machine-readable records, microfilm, microfiche, maps, plans, photographs and specifications.

PWC/PWC-040

Accommodation

Description: Information on the provision of accommodation and related services to government departments and agencies. *Topics:* Assignment and use of space; eating facilities; guidelines and standards; parking studies and surveys; charging; housing; lettings; space management and planning. *Storage Media:* Machine-readable records, maps.

PWC/PWC-045

Buildings and Lands

Description: Information on the provision of real estate services to government departments and agencies. *Topics:* Acquisition; appraisals; deeds and title documents; expropriations; easements; heritage properties; title claims; marine; Harbour Commission properties; breakwaters; wharves; offers of sites and buildings; sale of lands; grants on properties; transfer and zoning of land. *Storage Media:* Machine-readable records, microfiche, drawings, plans, maps.

PUBLIC WORKS CANADA

PWC/PWC-050

Property Development

Description: Information on federal land management. *Topics:* Development; area screening studies; comprehensive development framework studies; exclusive non-federal use projects; land-use analysis and optimization studies. *Storage Media:* Maps, plans, photographs.

PWC/PWC-055

Energy Conservation

Description: Information on Public Works' energy conservation program. *Topics:* Guidelines and standards; information exchange and co-operation; studies; building energy systems analysis; district heating and cooling; solid waste management; solar energy programs; geothermal energy and thermography. *Storage Media:* Machine-readable records, photographs, cartographic and microfilm videotapes, disc storage.

PWC/PWC-060

Property Inventories

Description: Inventories of properties owned or leased by the federal government and its agencies. *Topics:* Inventories; central real property inventory; Public Works Canada real property inventory. *Storage Media:* EDP systems, microfilm records, maps, survey plans, photographs, prints, film.

PWC/PWC-065

Maintenance and Repairs

Description: Information on the operation, maintenance and general upkeep of buildings owned and leased by the Crown. *Topics:* Cleaning and caretakers' supplies; elevators; eating facilities; garbage disposal; grounds; historical monuments; housing; linen contracts; look boxes; moving; tropical plants; open office landscaping; painting; parking; pest control; property management agreements; redecorating; roofs; studies and surveys; utilities; inspections. *Storage Media:* EDP systems, maps, plans, photographs.

PWC/PWC-070

Safety

Description: Information on safety in federally controlled structures. *Topics:* Environmental safety; fire prevention and protection; standards. *Storage Medium:* EDP systems.

PWC/PWC-075

Physical Security

Description: Information on physical security in federally controlled structures. Building security; illegal occupation of government buildings.

PWC/PWC-080

Signs and Plaques

Description: Information on the federal identity program and the design and development of standard signage. *Topics:* Identification of buildings; national signage program and its implementation.

PWC/PWC-085

Surplus Properties

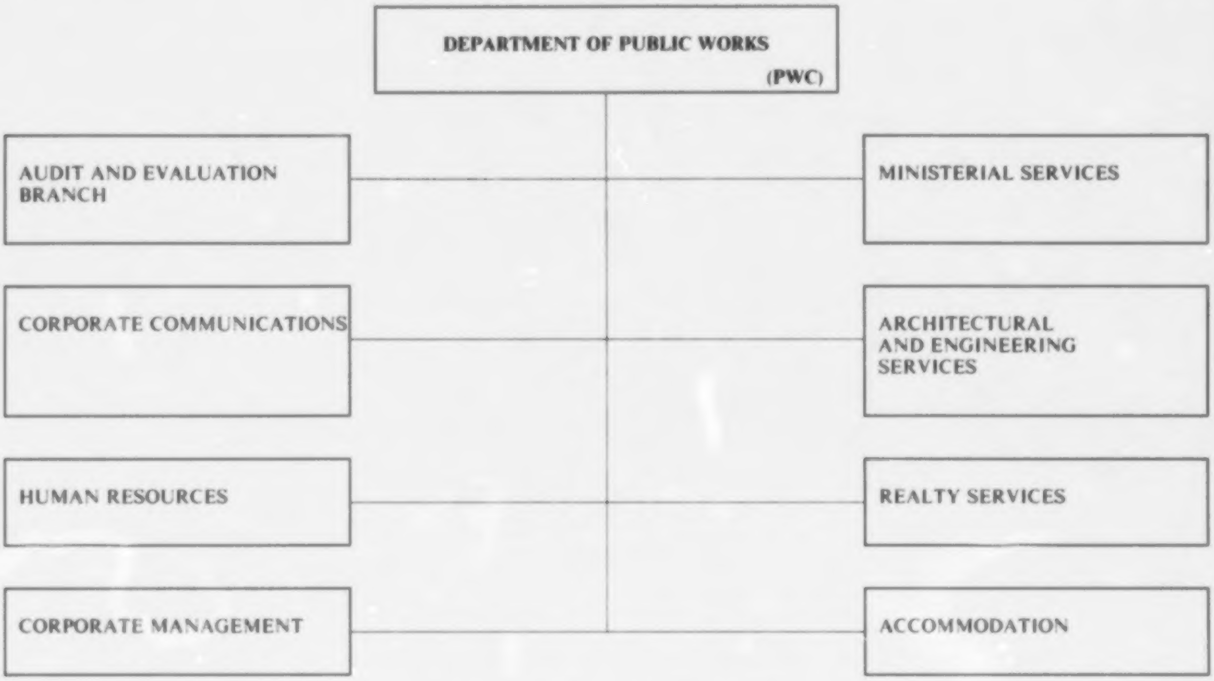
Description: Information on the disposition of properties or structures surplus to the needs of government departments and agencies. *Topics:* Notice of excess Crown property; demolition; disposal; surplus properties and enquiries for real property. *Storage Media:* EDP systems and microfilm records.

PWC/PWC-090

Municipal Grants

Description: Information on grants to municipal, school, provincial and territorial taxing authorities in lieu of real property tax for a taxation year and in lieu of frontage or area tax in respect of federal property situated within the area in which the taxing authority has power to levy and collect real property tax or the frontage or area tax. *Storage Media:* Maps, sketches, plans and photographs, machine-readable records. *Special Access Note:* Files are arranged by province and territory, from east to west with their taxing authorities in alphabetical order.

PUBLIC WORKS CANADA



CENTRALIZED CLASSES OF RECORDS

005 General Operations
010 Emergency Preparedness
020 Specifications
025 Design and Construction
030 Project Files
040 Accommodation
045 Buildings and Lands
050 Property Development
055 Energy Conservation
060 Property Inventories
065 Maintenance and Repairs
070 Safety
075 Physical Security
080 Signs and Plaques
085 Surplus Properties
090 Municipal Grants

ACCESS TO INFORMATION
CO-ORDINATOR
PUBLIC WORKS CANADA
ROOM C-221
SIR CHARLES TUPPER BUILDING
RIVERSIDE DRIVE
OTTAWA, ONTARIO
K1A 0M2

Chapter 90

RCMP
EXTERNAL REVIEW COMMITTEE

A. GENERAL INFORMATION

Historical Background

The Royal Canadian Mounted Police (RCMP) External Review Committee was created on December 18, 1986 as a result of the 1976 Report of the Commission of Inquiry Relating to Public Complaints, Internal Discipline and Grievance Procedure within the Royal Canadian Mounted Police.

Responsibilities

The RCMP External Review Committee is a neutral third party providing an independent and impartial review of certain types of grievances, and of formal disciplinary, discharge and demotion appeals referred to it from the Royal Canadian Mounted Police. The External Review Committee reports annually to Parliament through the Committee Chairman. The Committee may institute hearings, summon witnesses, administer oaths and receive and accept such evidence or other information as the Committee sees fit. The findings and recommendations of the Chairman or the Committee are sent to the parties and the Commissioner of the Royal Canadian Mounted Police.

Legislation

- RCMP External Review Committee Rules of Practice and Procedure
- Regulations pursuant to the RCMP Act
- Royal Canadian Mounted Police Act

Organizational Units and their Role

The RCMP External Review Committee is designated as a department within the meaning and for the purposes of the *Financial Administration Act*. Treasury Board is its employer.

The Committee is made up of a chairman, a vice-chairman and three other members, all appointed by the Governor in Council. The Chairman is a full-time member, and is the chief executive officer of the Committee. The Chairman has engaged staff to form the Committee Secretariat. The Executive Director is responsible to the Chairman for the administration of two functions: case review and research.

Grievances and Appeals

This section of the Committee Secretariat is responsible for the operational review of certain types of grievances, and of formal disciplinary, discharge and demotion appeals referred to the Committee by the Royal Canadian Mounted Police. The review program provides an investigation, analysis and reporting service; an independent and impartial third-party mediation service to those involved in these matters; and associated procedural and logistical services required to support an orderly and effective review process.

Research

This section is responsible for conducting independent research in specialized areas to support review operations. This section also plans and conducts research in anticipation of upcoming issue areas and procedural matters affecting the review process.

Additional Information

Requests for further information on the RCMP External Review Committee may be directed to:

Executive Director
RCMP External Review Committee
P.O. Box 1159, Station B
Ottawa, Ontario
K1P 5R2
(613) 990-1860

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request form and forwarding it to:

Access to Information Co-ordinator
RCMP External Review Committee
P.O. Box 1159, Station B
Ottawa, Ontario
K1P 5R2
(613) 998-2894

Reading Room

In accordance with section 71 of the *Access to Information Act*, members of the public may examine the basic and subsidiary manuals governing the administration and operation of the RCMP External Review Committee at the Ministry of the Solicitor General, 340 Laurier Avenue West, Ottawa, Ontario (hours 8:00 to 15:00).

Classes of Records

MPE/DGA-005
Grievance Files
Description: Information relating to the submission, processing and outcome of grievance cases referred to the RCMP External Review Committee pursuant to the *RCMP Act*. *Topics:* Transmission of files by the RCMP; assignment of Committee members; institution of hearings; collection of evidence; and final reports to the Commissioner of the RCMP. *Retrievability:* By case file.

RCMP
EXTERNAL REVIEW COMMITTEE

MPE/DGA-010

Discharge and Demotion Files

Description: Information relating to the submission, processing and outcome of discharge and demotion cases referred to the RCMP External Review Committee pursuant to the *RCMP Act*. *Topics:* Transmission of files by the RCMP; assignment of Committee members; institution of hearings; collection of evidence; and final reports to the Commissioner of the RCMP. *Retrievability:* By case file.

MPE/DGA-015

Discipline Files

Description: Information relating to the submission, processing and outcome of discipline cases referred to the RCMP External Review Committee pursuant to the *RCMP Act*. *Topics:* Transmission of files by the RCMP; assignment of Committee members; institution of hearings; collection of evidence; and final reports to the Commissioner of the RCMP. *Retrievability:* By case file.

MPE/DGA-020

Questions of Law or Jurisdiction

Description: Legal opinions and research, and related correspondence, in relation to matters within the mandate of the Committee. *Topics:* Law related to operational case files, administrative matters or research. *Retrievability:* By subject.

MPE/EXE-025

Travel and Living Expenses — Subsection 35 (12) of the RCMP Act

Description: Information on the payment of travel and living expenses to members of the RCMP, their counsel or representatives pursuant to subsection 35(12) of the *RCMP Act*. *Topics:* Submissions for payment under section 20 of the RCMP External Review Committee Rules of Practice and Procedure; related policies and decisions. *Retrievability:* By case file.

MPE/EXE-030

Fees and Allowances — Subsection 46 (3) of the RCMP Act

Description: Information on the payment of fees and allowances to witnesses at a hearing of the External Review Committee. *Topics:* Applicable rates of payment; requests for payment made under section 21 of the RCMP External Review Committee Rules of Practice and Procedure; related policies and decisions. *Retrievability:* By case file.

MPE/DGA-035

Mediation

Description: Information on the use of mediators to attempt to resolve disputes between the RCMP and its members in matters over which the External Review Committee has jurisdiction. *Topics:* Requests for and appointment of mediators; terms of reference; mediation reports. *Retrievability:* By case file.

MPE/CVM-040

Boards of Inquiry

Description: Information on the appointment of Committee members as a board of inquiry under section 24.1 of the *RCMP Act*. *Topics:* Appointment documents; terms of reference; evidence received; information related to hearing and investigations; reports. *Retrievability:* By case file.

MPE/DGA-045

Interested Persons Applications

Description: Information on applications to be considered an interested person pursuant to subsection 35(5) of the *RCMP Act* and section 5 of the RCMP External Review Committee Rules of Practice and Procedure. *Topics:* Application forms; legislation; policies and procedures. *Retrievability:* By case file.

MPE/RES-050

Research Program

Description: Information on the research program of the RCMP External Review Committee. *Topics:* Research plan; correspondence relating to research; research reports. *Retrievability:* By subject or, if case-related, by case file.

MPE/EXE-055

Disclosures

Description: Information on the application to the RCMP External Review Committee of the Access to Information and Privacy legislation. *Topics: Access to Information Act* and *Privacy Act* and regulations; related policies and procedures; compliance measures of the Committee; statistical and activity reports. *Retrievability:* By subject.

MPE/EXE-060

Security

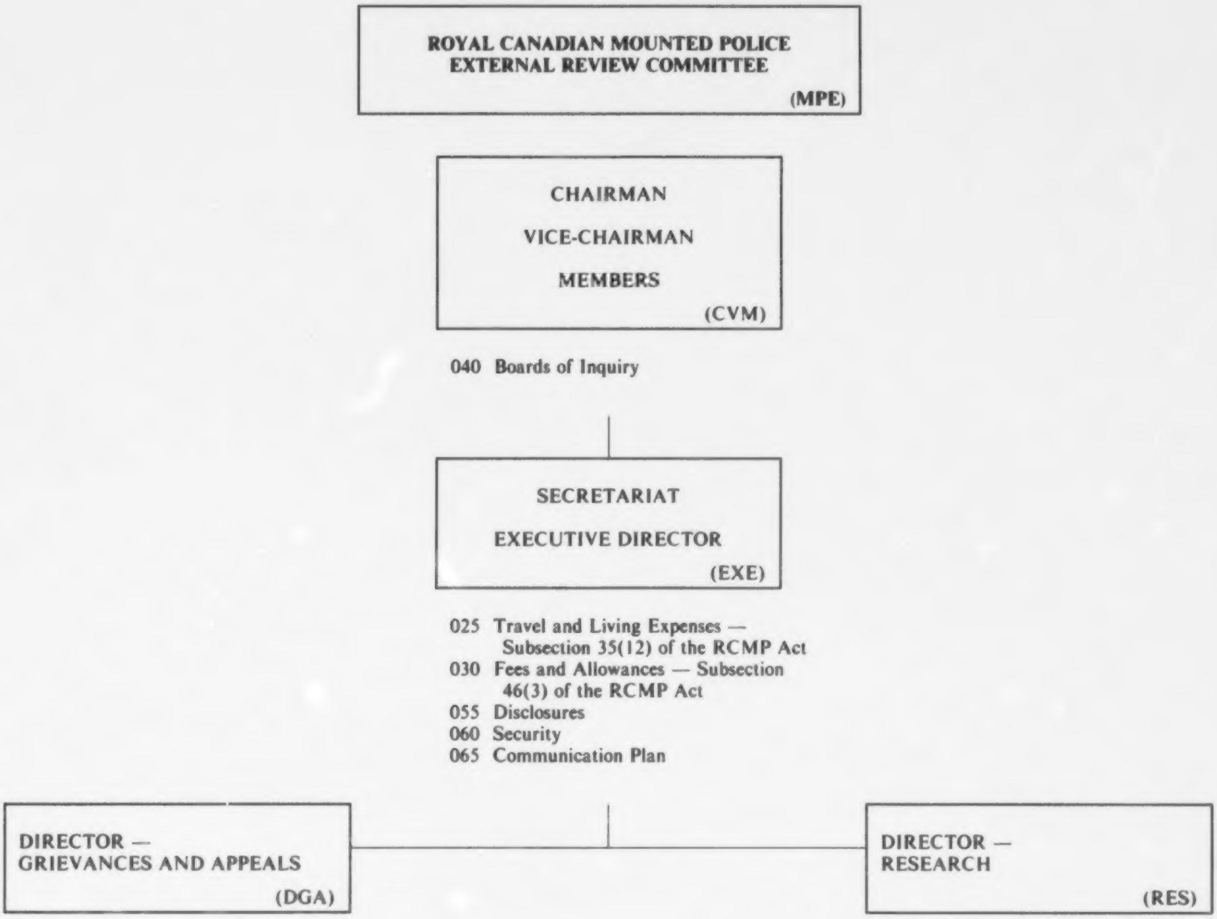
Description: Information on the application to the RCMP External Review Committee of the Security Policy of the Government of Canada. *Topics:* Security Policy of the Government of Canada; related correspondence, policies and procedures; compliance measures of the Committee. *Retrievability:* By subject.

MPE/EXE-065

Communication Plan

Description: Information on the communication plan of the RCMP External Review Committee. *Topics:* Committee brochures; audio-visual presentations; Communiqué; annual reports; logo. *Retrievability:* By subject.

RCMP
EXTERNAL REVIEW COMMITTEE



**ROYAL CANADIAN MOUNTED POLICE
EXTERNAL REVIEW COMMITTEE**
(MPE)

CHAIRMAN
VICE-CHAIRMAN
MEMBERS
(CVM)

040 Boards of Inquiry

SECRETARIAT
EXECUTIVE DIRECTOR
(EXE)

025 Travel and Living Expenses — Subsection 35(12) of the RCMP Act
030 Fees and Allowances — Subsection 46(3) of the RCMP Act
055 Disclosures
060 Security
065 Communication Plan

DIRECTOR — GRIEVANCES AND APPEALS
(DGA)

005 Grievance Files
010 Discharge and Demotion Files
015 Discipline Files
020 Questions of Law or Jurisdiction
035 Mediation
045 Interested Persons Applications

DIRECTOR — RESEARCH
(RES)

050 Research Program

ACCESS TO INFORMATION
CO-ORDINATOR
RCMP EXTERNAL REVIEW COMMITTEE
P.O. BOX 1159, STATION B
OTTAWA, ONTARIO
K1P 5R2
(613) 998-2894

Chapter 91

RCMP PUBLIC COMPLAINTS COMMISSION

A. GENERAL INFORMATION

Historical Background

The RCMP Public Complaints Commission was established by Parliament in March 1986, as a result of recommendations arising from the 1976 Marin Commission of Inquiry Relating to Public Complaints, Internal Discipline and Grievance Procedure within the Royal Canadian Mounted Police, and the 1981 McDonald Commission of Inquiry Concerning Certain Activities of the Royal Canadian Mounted Police. Part VII of the *Royal Canadian Mounted Police Act*, which made the Commission operational, came into force on September 30, 1988. The Commission is designated as a department in accordance with and for the purposes of the *Financial Administration Act*.

Responsibilities

The RCMP Public Complaints Commission is an independent administrative tribunal empowered to conduct external and independent inquiries of public complaints concerning the conduct of members of the RCMP in the course of their duty.

Legislation

- Royal Canadian Mounted Police Act, Parts VI and VII

Organizational Units and their Role

The Commission is made up of a Chairman, a Vice-Chairman and 13 part-time members and their alternates, all appointed by the Governor in Council. The **Chairman**, who is the Chief Executive Officer of the Commission, supervises and directs the work of the Commission staff. The Chairman of the Commission reviews the disposal of the complaint by the RCMP and may conduct investigations and institute public hearings of the Commission. The Chairman may also initiate a complaint personally if he feels there are reasonable grounds for investigation. If the Chairman considers it advisable in the public interest, the Chairman may conduct an investigation of any complaint or institute a hearing regardless of whether or not the complaint has been investigated or otherwise dealt with by the RCMP. The findings and recommendations of the Chairman are sent to the Commissioner of the RCMP and the Solicitor General of Canada. The Chairman reports annually to Parliament through the Solicitor General of Canada. The senior staff consists of an **Executive Director**, a **General Counsel**, a **Director of Complaints — East**, and a **Director of Complaints — West**, Complaints Officers, a **Senior Advisor — Communications**, a **Senior Advisor — Policy, Planning and Research**, Regional Directors and an Office Manager.

Manuals

- RCMP Public Complaints Commission Complaints Processing Procedures Manual
- RCMP Public Complaints Commission Rules of Practice and Procedures for Hearings

Additional Information

Requests for further information regarding the RCMP Public Complaints Commission may be directed to:

Executive Director
RCMP Public Complaints Commission
P.O. Box 3423, Station D
Ottawa, Ontario
K1P 6L4

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
RCMP Public Complaints Commission
P.O. Box 3423, Station D
Ottawa, Ontario
K1P 6L4
1-800-267-6637

Reading Room

In accordance with section 71 of the *Access to Information Act*, an office has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. This room is situated on the 3rd floor of 60 Queen Street, Ottawa, Ontario.

Classes of Records

CPP/EXE-005
Organization and Functions (New)
Description: Information on the RCMP Public Complaints Commission's organization, correspondence, activities and reports. *Topics:* General correspondence; appointments; communications plan; organization; complaint procedure; meetings; annual report; rules of conduct; operational framework plan.

CPP/EXE-010
Complaints (New)
Description: Information on each complaint submitted by a member of the public to the RCMP Public Complaints Commission is placed in a separate file. Each file contains all correspondence, the records of

interviews and hearings, investigation reports, findings, recommendations and summaries concerning the complaint.

CPP/EXE-015
Royal Canadian Mounted Police (New)
Description: Information on RCMP organization, size, policies, regulations, statistics on complaints and reports. *Topics:* General correspondence; RCMP organization and size; RCMP statistics — complaints against the Force and its members; RCMP operational statistics reporting system; RCMP recruiting of minorities; RCMP bulletin on public complaints policy; administration and operational manuals; regulations; Commissioner's forecasts; provincial and municipal policing contracts; Canadian Program of Science and Technology in Support of Law Enforcement; 1987-88 Annual Report.

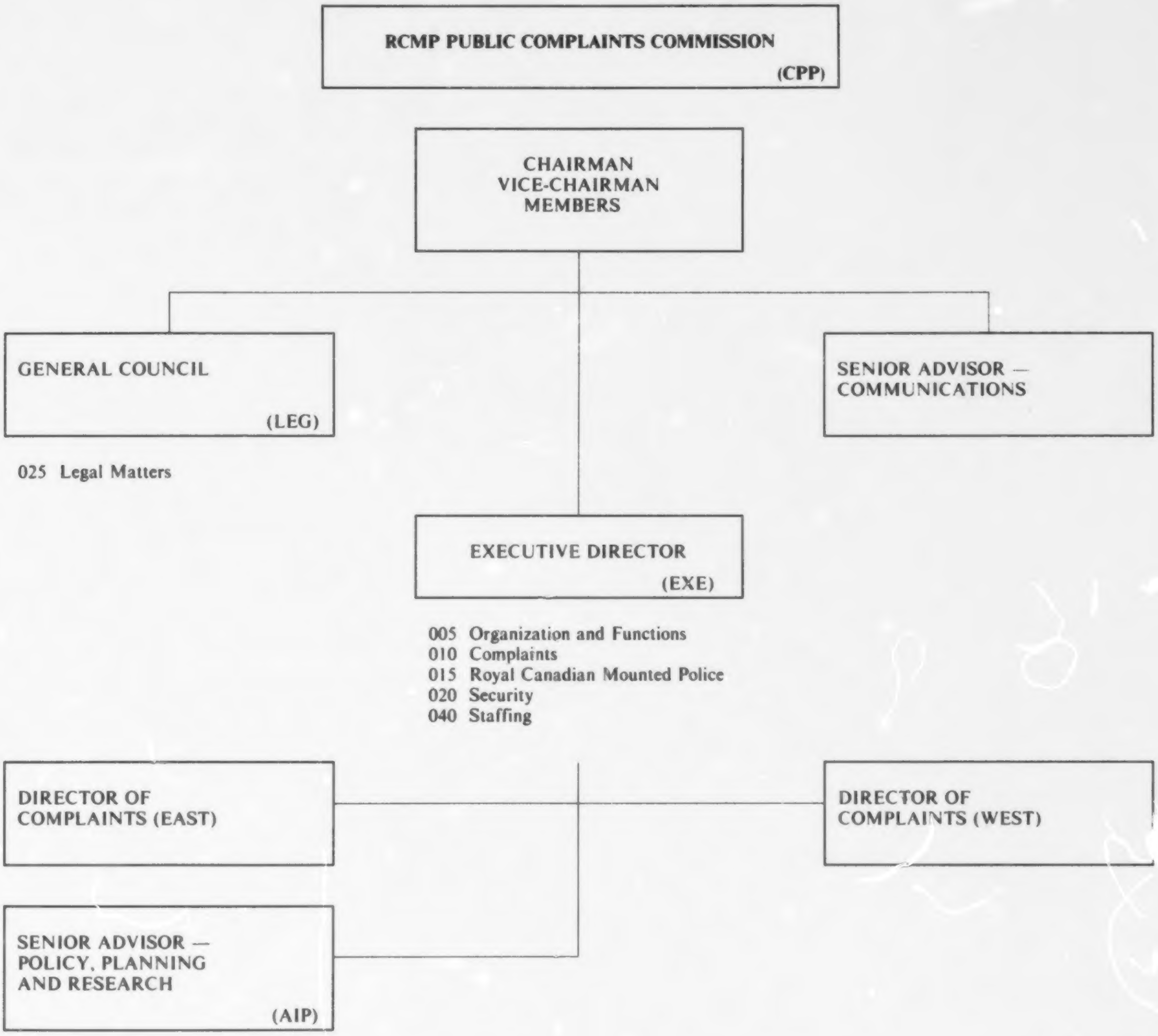
CPP/EXE-020
Security (New)
Description: Information on security regulations for the handling of documents, the administration of the personnel security program including security clearance and the physical security of buildings and facilities. *Topics:* General correspondence; physical security; security policy; classification of information.

CPP/LEG-025
Legal Matters (New)
Description: Information on the RCMP Public Complaints Commission's jurisdiction, administration of legal matters, legal opinions and decisions, legal practices and procedures. *Topics:* Policy; general correspondence; cases; retroactive legislation and the RCMP Public Complaints Commission; jurisdiction issues; practices and procedures; application of Part VII of Bill C-65 to off-duty members of the RCMP and the RCMP itself; opinions rendered by legal advisors on administrative law and Charter issues; aboriginal people; minority groups.

CPP/AIP-030
Access to Information and Privacy — Policy and Disclosures (New)
Description: Information on policy and procedures which govern the collection, retention, disposal, disclosure and formal public access to both personal and other information held by the RCMP Public Complaints Commission control under the *Access to Information Act* and the *Privacy Act*.

CPP/EXE-040
Staffing (New)
Description: Records on employment and staffing in general, applications, casual and term employees, competitions and programs, recruitment, requests for staffing action, and summer employment for students.

RCMP PUBLIC COMPLAINTS COMMISION


RCMP PUBLIC COMPLAINTS COMMISSION
(CPP)
CHAIRMAN
VICE-CHAIRMAN
MEMBERS
GENERAL COUNCIL
(LEG)
SENIOR ADVISOR — COMMUNICATIONS
EXECUTIVE DIRECTOR
(EXE)
DIRECTOR OF COMPLAINTS (EAST)
DIRECTOR OF COMPLAINTS (WEST)
SENIOR ADVISOR — POLICY, PLANNING AND RESEARCH
(AIP)

025 Legal Matters

005 Organization and Functions
010 Complaints
015 Royal Canadian Mounted Police
020 Security
040 Staffing

030 Access to Information and Privacy — Policy and Disclosures

ACCESS TO INFORMATION AND PRIVACY
CO-ORDINATOR
RCMP PUBLIC COMPLAINTS COMMISSION
P.O. BOX 3423, STATION D
OTTAWA, ONTARIO
KIP 6L4

Chapter 92

REGIONAL INDUSTRIAL EXPANSION

A. GENERAL INFORMATION

Historical Background

The Department of Regional Industrial Expansion (DRIE) was created in 1983. The government has announced that DRIE and the Ministry of State for Science and Technology will be replaced by a new flagship economic department: Industry, Science and Technology Canada (ISTC).

Responsibilities

The Department is responsible for enhancing the national economy by improving the growth and international competitiveness of Canadian industry, and for promoting economic development. DRIE maintains a broad range of activities, working on a continuous basis with the business and investment communities in Canada and abroad. The Department's activities are concentrated in the following areas: manufacturing, processing and service industries; regional industrial development; tourism; small businesses; and trade and commerce within Canada.

Legislation

- Agricultural and Rural Development Act, R.S.C. 1985, chapter A-3
- Area Development Incentives Act (and Regulations), S.C. 1965, chapter 12
- Automotive Manufacturing Assistance Regulations, CRC, Vol. X, chapter 966
- Baie Verte Mines Inc. Regulations, SOR/82-896 as amended
- Baie Verte Mines Inc. Regulations, 1985, SOR/86-262
- Baie Verte Special Area Order, SOR/82-880
- Canada Cycle and Motor Company Limited Enterprise Development Regulations, SOR/78-415
- Canadian Industrial Renewal Regulations, SOR/81-850 as amended
- Cheticamp/Grand Etang Fishermen's Co-operative Society Limited Regulations, SOR/83-509
- Chrysler Canada Ltd. Regulations, 1982, SOR/82-926 as amended
- Consolidated Computer Incorporated Adjustment Assistance Regulations, CRC, Vol. X, chapter 967
- Consolidated Computer Incorporated Enterprise Development Regulations, CRC, Vol. X, chapter 968
- Consolidated Computer Incorporated Regulations, SOR/81-693
- Department of Regional Industrial Expanson Act, R.S.C. 1985, chapter I-8
- Enterprise Development Regulations, CRC, Vol. X, chapter 969 as amended
- Federal Business Development Bank Act, R.S.C. 1985, chapter F-6
- Footwear and Tanning Industries Assistance Regulations, CRC, Vol. X, chapter 970
- Ford New Holland, Inc. Loan Regulations, SOR/87-220
- GM Loan Regulations, SOR/87-210
- General Adjustment Assistance Regulations, CRC, Vol. X, chapter 971
- Investment Canada Act (and Regulations), S.C. 1985, chapter 20
- Maislin Industries Limited Regulations, SOR/82-791 as amended
- Marine Industries Limited Regulations, SOR/86-1127
- Massey-Ferguson Limited Guarantee Regulations, SOR/81-576 as amended
- Nardeaux Canada Ltée Regulations, SOR/87-272
- National Design Council Act, R.S.C. 1985, chapter N-6
- Northern Ontario Loan Insurance Regulations, SOR/88-503
- Pêcheurs Unis du Québec Regulations, SOR/83-549 as amended
- Regional Development Incentives Act (and Regulations), R.S.C. 1970, chapter R-3
- Shipbuilding Industry Assistance Regulations, CRC, Vol. III, chapter 348
- Shipbuilding Temporary Assistance Program Regulations, CRC, Vol. III, chapter 349 as amended
- Ship Construction Subsidy Regulations, CRC, Vol. III, chapter 347
- Small Business Investments Grants Act (and Regulations), S.C. 1980-81-82-83, chapter 147
- Small Businesses Loans Act (and Regulations), R.S.C. 1985, chapter S-11
- St. Anthony Fisheries Limited Regulations, SOR/82-611
- St. Marys Inc. Regulations, SOR/87-239
- Textile and Clothing Board Act, R.S.C. 1985, chapter T-9
- The Lake Group Ltd. Regulations, SOR/82-627
- Trident Aircraft Ltd. Regulations, SOR/80-325
- Versatile Pacific Shipyards Inc. Regulations, SOR/87-95

Organizational Units and their Role

Industry and Technology

This organization promotes international competitiveness and excellence in industry, science and technology for all industry sectors in all parts of Canada.

The **Aerospace, Defence and Industrial Benefits Branch** promotes the development and expansion of industry in the aerospace and defence sectors; manages the Defence Industry Productivity Program (DIPP); manages selective major Crown projects to ensure the optimum flow of industrial benefits; maintains operational capability in the Emergency Plannning/Industrial Preparedness areas; assembles, analyzes and disseminates sector information and intelligence; co-ordinates, analyzes and develops policy initiatives respecting government procurement; and promotes and supports the application of strategic technologies.

The **Information Technologies Industries Branch** promotes and assists Canadian-based suppliers of Information Technologies (IT) products and services in the application and diffusion of their expertise domestically and internationally; promotes the development of domestic infrastructure; pursues substantial new investments in IT industries in Canada; supports the application of strategic technologies in the IT area; influences government policies affecting the development, growth, and international competitiveness of the IT industry; and manages the Microelectronics and Systems Development Program (MSDP), the Advanced Manufacturing Technology Application Program (AMTAP), and the Strategic Technologies Program (STP).

The **Surface Transportation and Machinery Branch** formulates and develops sector policies and makes recommendations on related policy matters; plans and delivers programs, projects and services designed to foster international competitiveness of industry, enhance industrial, scientific and technological development, and improve the productivity and efficiency of industry. The Branch is responsible for the automotive, marine, rail and urban transportation equipment sectors; machinery and electrical equipment; and construction and capital projects. The Branch's responsibilities also include the administration of the Auto Pact, the Machinery Program (duty remission) and the Shipbuilding Industry Assistance Program, as well as specific activities designed to encourage investment and technology transfer, promote entrepreneurship and stimulate trade.

The **Special Projects Branch** provides comprehensive financial, economic and strategic analysis and financial management of major development, adjustment or investment projects which, because of their size, complexity, sensitivity or urgency cannot be handled solely by the office of primary interest. It also provides strategic overviews and analyses of various industry sectors as a basis for departmental business planning and policy development. In addition, it is responsible for analytical work on the impact of public subsidies on business investment decisions.

The **Resource Processing Industries Branch** formulates and develops policy recommendations and delivers programs and projects, either directly or in conjunction with regional offices and other departments, to promote and support opportunities for the growth and development of resource-based industries; liaises with the chemicals, forest products and metals and minerals industries; provides leadership and administers programs fostering the development and application of strategic technologies (specifically, biotechnology and advanced industrial materials); manages the Acid Rain Abatement Program and the SYSCO Modernization Program and delivers trade, market, technological and industrial development services.

The **Service Industries and Consumer Goods (SICG) Branch** is the focal point for a wide range of industries and sectors including: commercial service industries (e.g., distribution, consultation and financial service industries); textiles, clothing and footwear; fisheries, animal, plant and grocery products; furniture and leisure products; and cultural industries. The Branch formulates sectoral policies, makes recommendations and provides input to the development of other government policies and programs affecting SICG industries; and acts as industry advocate in government. The Branch also provides business and market intelligence, information, products and services designed to promote the adoption and diffusion of technology to stimulate productivity and trade gains, to improve international competitiveness and to foster the entrepreneurship of client industries and firms.

The **Planning, Co-ordination and Control Branch** provides a policy co-ordinating and integration function on a cross-sectoral basis for the policy, program development and services outputs of the sector branches; carries out, on the behalf of the Assistant Deputy Minister, an independent monitoring and control function respecting financial management; functions in a special projects capacity for the Assistant Deputy Minister for internal management issues; provides common administrative and functional support services; co-ordinates activities relating to horizontal technology concerns, including innovation, technology acquisition, diffusion and infrastructure support; and manages the Technology Outreach Program (TOP).

Development Programs and Investments

This group is responsible for the design, development, resourcing, maintenance, performance monitoring and management reporting of effective, funded programs and loan guarantee programs for industry and small business; and the co-ordination and integration of responsibilities for international industrial co-operation, trade development, investment promotion and technology transfer. It is also responsible for providing award programs to promote entrepreneurial and developmental achievement; the management of major and sensitive readjustment accounts, aircraft sales financing, loan guarantees and receivables; and analysis and advice on all aspects of Crown corporations reporting to the Minister.

The **Services-to-Business Branch** is responsible for the development of new, non-funded business services and for the delivery of existing national business services in response to private sector client needs. These services are designed to help business improve competitiveness in domestic and international markets by identifying new markets, assessing investment opportunities, increasing productivity, and improving management techniques (thereby improving the effectiveness of business operations). The Branch's services include the Business Opportunities Sourcing System (BOSS), import analysis and related market intelligence services, the Interfirm Comparisons Program and the Canada Awards for Business Excellence Program. In addition to these business services, the Branch also provides other departmental services to private sector and departmental clients.

The **Program Affairs Branch** ensures the co-ordination of the Department's funded programs. It provides functional direction for the design and development of programs under the mandate of the new Department of Industry, Science and Technology. The Branch also maintains and enhances a corporate program information system; and ensures program integrity through compliance with legislative requirements, terms and conditions, program policies, and directives and guidelines in the delivery of funded programs. The Branch also provides secretariat and related administrative support services to all case boards by ensuring maximum efficiency of the case decision-making process.

The mandate of the **International Affairs Branch** is to manage the Department's responsibilities in international trade, investment and technology transfer. Much of this activity takes place in the context of industrial co-operation agreements with priority countries. The work is co-ordinated with the Department of External Affairs and Investment Canada, as well as other federal departments and agencies. Among other things, the Branch initiates and manages the Department's industrial co-operation agreements and arrangements with multinational and foreign government corporations, and ensures that departmental interests are reflected in science and technology agreements with foreign governments.

The **Crown Investments and Guarantees Branch** is responsible for providing analysis and advice on business strategy, operations, financial performance and adherence to the requirements of the *Financial Administration Act* (FAA) of Crown corporations and other major holdings for which the Minister is responsible; providing analysis, advice and operational and policy recommendations on specified divestitures; and the resolution of policy and decision-making requirements associated with these corporations. As well, it is responsible for managing the credit insurance program for DASH-7 and DASH-8 aircraft sales financing; for administering major corporate accounts and associated recovery of Crown contributions where applicant defaults occur; and for managing the delivery and administration of the *Small Businesses Loan Act* directed towards the small business community.

The **Planning, Co-ordination and Regional Affairs Branch** co-ordinates business planning for the Development Programs and Investments sector, monitors and reviews business plans, and advises on management systems and standards of operations. The Branch also supports the Assistant Deputy-Minister and the Development Programs and Investment sector in the general management of the regional offices, and provides support in the areas of liaison and information gathering.

The **Regional Offices** provide information on the full range of DRIE programs and services to industries in their respective regions and administer the programs and services locally. In addition, these regional offices provide information and advice on domestic and export market possibilities through international trade centres in each office, and offer general assistance to Canadian industry in the expansion of trade and tourism.

Policy

The Policy Sector is responsible for leading the development of industry and technology policy for the Department, and for influencing policies of other government departments in order to enhance the business climate and to promote Canada's international industrial competitiveness and scientific and technological excellence. The Sector's activities include the analysis of economic factors and trade issues which affect industrial competitiveness and market access, as well as strategic policy and direction setting. The Sector also conducts consultations with client groups, other federal government departments, and provincial governments, and represents industry interests.

The function of the **Industry Policies Branch** is to conduct microeconomic analysis and policy development aimed at improving the international competitiveness of Canadian industry. It develops and maintains industrial, trade, and research and development databases; carries out analytical projects; and leads in the development of the overall policy framework for specific industry sector initiatives. The Branch is also responsible for policy analysis and advocacy activities for programs and regulatory and non-regulatory policies that affect the competitiveness of Canadian industry. This work supports the Department's activities with respect to taxation and business financing, environmental protection, quality of the labour force, competition policy, transportation and consumer protection.

The **Technology Policy Board** provides policy advice and strategic direction regarding the integration of technology into the industrial structure of the economy. The Branch's activities include the analysis, development and co-ordination of policies, programs and services designed to build industrial capabilities and innovation capacity in the technologies that are important for competitiveness.

Besides providing support to the Minister of State (Small Businesses and Tourism), the **Entrepreneurship and Small Business Office** (ESBO) is responsible for developing, formulating and implementing policies for small business; representing small business interests through strong links with the business community, major associations and government departments; and increasing the knowledge base on small business in Canada. The Office also has a mandate to implement Cabinet directives regarding the reduction of unnecessary paperwork, and the initiatives under the National Policy on Entrepreneurship.

The **Trade Policy Branch** co-ordinates, analyzes and advocates industrial and technology policy and program interests as they bear upon the formulation and execution of trade policy. The Branch is responsible for development of Canadian policy positions regarding multilateral trade negotiations, for implementation of the Canada-U.S. Free Trade Agreement, for other bilateral trade negotiations, and for meetings of the General Agreement on Tariffs and Trade (GATT) and the Organization for Economic Co-operation and Development (OECD). As well, the Branch has lead responsibility within DRIE for inter-provincial trade matters; it participates directly in bilateral and multilateral trade negotiations and co-ordinates DRIE's trade involvement with other departments.

The **Policy Services Branch** provides the Policy Sector and the Department with services related to corporate planning, evaluation, cabinet briefings, and federal-provincial relations. These services are aimed at improving the coherence of the Department's formulation and implementation of policy in industry, science and technology.

Finance, Personnel and Administration

This office advises on policy making and program direction; designs and co-ordinates the Department's management planning and control process; and provides financial and information services and management support.

The **Human Resources Branch** is responsible for human resource planning; staffing; training and development; employee advisory and career services; organization and classification; staff relations; grievances; pay and benefits; employment equity; official languages; and redeployment.

The **Comptroller's Branch** provides financial management advice on policy, planning, programming and budget decisions. It develops, implements and maintains financial policies and systems; provides financial training; accounts for the controlling and reporting of financial resources develops policies and provides advice on the audit of financial assistance projects; and provides financial advisory services.

The **Information Management Branch** is responsible for computer operations and user services; systems development, data and technical services; office systems; and telecommunications and information resource management.

The **Administrative Services Branch** oversees all matters relating to administrative policy development, passport control, contracting and materiel administration, property administration, teleconferencing, forms management, printing and duplicating, records management, micrographics, library services, mail and messenger services, and safety and security.

The **Access to Information and Privacy (ATIP) Office** oversees the administration and policy development of the *Access to Information Act* and the *Privacy Act* as related to the Department. It processes formal requests, advises senior management on the administration of the legislation and the disposition of cases, and promotes awareness of the legislation within the Department.

The Office of the Corporate Secretary

The Office directs and co-ordinates the organization and analysis of the information and the decision-making systems required by the Ministers, the Deputy Ministers and the Associate Deputy Ministers.

Operations Audit

This office provides senior management with an independent assessment of the efficiency, economy and effectiveness of internal management policies, practices and controls.

REGIONAL INDUSTRIAL EXPANSION

Tourism Canada

Tourism Canada supports the growth, excellence and international competitiveness of the Canadian tourism industry.

The **Product Development Branch** gathers, assesses and disseminates information on the tourism product in order to facilitate the tourism planning efforts and decision-making of governments and industry. It establishes, develops and implements strategies, policies, programs and services aimed at improving the competitiveness of Canada's tourism products. It advocates the interests of tourism in the development of government policies and programs that affect industry. It represents Canada as a member of the World Tourism Organization (WTO) and on the Tourism Committee of the Organization for Economic Co-operation and Development (OECD).

The **Market Development Branch** develops and implements the federal government tourism policies and programs used in marketing Canada internationally. It works with other federal departments, other governments and the private sector in an attempt to co-ordinate Canada's international tourism marketing activities in order to increase tourism revenues for Canada. The Branch's programs are designed to create an international awareness of Canada as a travel destination and to provide the Canadian industry with assessments of international market opportunities.

The **Research Branch** undertakes the planning, initiation and completion of market, product and economic research studies and related surveys. It plays a key role in providing major decision-making and commercial intelligence information on tourism to the Market and Product Development branches; industry; industry associations; other federal agencies; and foreign governments.

Native Economic Programs

The Native Economic Programs Sector is responsible for all policy, planning and co-ordination of DRIE programs targeted to Native people. The Sector is also accountable for the delivery of the Native Economic Development Program which provides direct financial assistance to viable, Native business ventures and economic development projects. The Program operates in conjunction with the Native Economic Development Board, which is composed of mostly Native people appointed by Order-in-Council to advise the Minister of State (Small Businesses and Tourism) on projects meriting assistance under the Program and to provide advice on how federal government programs and policies can be improved to support Native enterprise.

Regional Development Organization

The responsibility of the organization for Regional Development in Ontario and Quebec involves broad regional economic development policy and program co-ordination of federal and federal-provincial initiatives contributing to economic growth in these regions. It includes advocating the economic development interests of Ontario and Quebec within the federal government in order to bring a regional perspective to the design and operation of national policies and programs. This regional development mandate also includes direct responsibility for special regional programs or initiatives in Ontario and Quebec, such as FEDNOR (the new economic development program for Northern Ontario) and the new economic development plan for the outlying regions of Quebec, to be delivered by other regional components of the Department.

Communications Branch

The Branch provides a focal point for relaying information about DRIE programs, policies and projects to the business community and the general public; and provides films, visual materials and publications on DRIE programs and services. It co-ordinates the activities of regional communications services and provides specialized assistance to these offices as required; maintains contact with other federal institutions, other levels of government and the private sector.

Manuals

- Access to Information and Privacy Manual
- Atlantic Enterprise Program (Quebec) — Policy and Administrative Directives
- Canada/Nova Scotia Tourism Subsidiary Agreement — Destination and Product Incentives Project
- Defence Industry Productivity Program Procedures Manual
- Delegation of Authorities Manual
- Deputy Minister's Directives — Volume I — Administration
- Deputy Minister's Directives — Volume II — Human Resources
- Deputy Minister's Directives — Volume III — Finance
- Guidelines to Shipbuilders — Canadian Content Proposal
- Guidelines to Shipbuilders — Contribution for Performance Improvement
- Îles-de-la-Madeleine Program: Administrative Directives
- Industrial and Regional Development Program (IRDP) — Program Legislation and Policy and Administrative Directive
- IRDP Policy Manual for Senior Management
- Montreal Special Area Program: Administrative Directives
- Policy and Procedures Manual for Microelectronics and Systems Development Program (MSDP)
- Program Authority and Policy Administrative Directive
- Program Evaluation Manual (Native Economic Programs)
- Proposal Development Guide (Native Economic Development Program)
- Regional Development Incentives Program (RDIP) — Program Manual (Vol. A1)
- Security Policy and Procedures Manual
- Small Business Loans Act — Procedures Manual and Guidelines for Lenders
- St. Lawrence River Environmental Technology Development Program (ETDP) Policy and Procedures Manual
- Topping-up Assistance — Policy and Administrative Guidelines
- Tourism Development Program for the Îles-de-la-Madeleine Region: Administrative Conditions
- Tourism Development Program for the Lower St. Lawrence-Gaspe Region: Administrative Conditions

Additional Information

Requests for further information about the Department and its various programs and functions may be directed to any of the regional offices listed below:

Vancouver, British Columbia
(604) 661-2220

Edmonton, Alberta
(403) 420-2944

Saskatoon, Saskatchewan
(Also serves the Yukon and the Northwest Territories)
(306) 975-4318

Winnipeg, Manitoba
(204) 983-6182

Toronto, Ontario
(416) 973-5000

Montreal, Quebec
(514) 283-3315

Moncton, New Brunswick
(506) 857-6411

Halifax, Nova Scotia
(902) 426-3458

Charlottetown, Prince Edward Island
(902) 566-7410

St. John's, Newfoundland
(709) 772-4866

The Departmental Library is the research centre of the Department. The library contains a wide variety of publications and reference works. These include books, periodicals, pamphlets, government documents, and items on microfilm or microfiche. The subject matter covered ranges from the fields of administration and management to those of trade and foreign relations. The library is open, for purposes of research, to business people, members of the academic community at the graduate level or higher, and officials of the Department of Regional Industrial Expansion and other federal government institutions. This facility is located at:

Library
Department of Regional Industrial Expansion
235 Queen Street, 3rd Floor West
Ottawa, Ontario
K1A 0H5
(613) 954-2792

Media Enquiries
(613) 995-8900

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* may be made by completing an Access to Information Request Form and forwarding it to:

The Senior Departmental Advisor
Access to Information and Privacy Office
Finance, Personnel and Administration
Department of Regional Industrial Expansion
3rd Floor West, 235 Queen Street
Ottawa, Ontario
K1A 0H5
(613) 954-2754

The management of departmental records is still in a transitional phase. To reflect this, the information holdings are displayed in three sets: the first set is a description of the branches, offices, and classes of records for the present Department of Regional Industrial Expansion, which comprise the records of the three integrated institutions; the second set is the records of the former Department of Industry, Trade and Commerce; the third set is the records of the former Department of Regional Economic Expansion. Some of these latter records have not yet been integrated. Please proceed by first reviewing the classes of records in the first set for Regional Industrial Expansion, which will refer to the appropriate records in the second and third sets which have not yet been integrated.

Reading Room

The Department of Regional Industrial Expansion has designated certain areas under section 71 of the *Access to Information Act* as reading rooms where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. Their addresses are:

Headquarters

Business Information Centre, C1 Level
235 Queen Street
Ottawa, Ontario

British Columbia

Library, 938 C
900-650 West Georgia Street
Vancouver, British Columbia

Alberta

10179 105th Street, Suite 505
Edmonton, Alberta

Saskatchewan and Territories

Lounge Area
105 21st Street East, 6th Floor
Saskatoon, Saskatchewan

Manitoba

Library
330 Portage Avenue, Room 707
Winnipeg, Manitoba

Ontario

Library
4th Floor
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Toronto, Ontario

Quebec

Documentation Centre
800 Victoria Square, Room 3800
Montreal, Quebec

New Brunswick

770 Main Street, Room 1414
Moncton, New Brunswick

Nova Scotia

1496 Lower Water Street, Meeting Room 3
Halifax, Nova Scotia

Prince Edward Island

Resource Area
Confederation Court, 4th Floor
134 Kent Street
Charlottetown, Prince Edward Island

Newfoundland

Library
90 O'Leary Avenue, 1st Floor
St. John's, Newfoundland

REGIONAL INDUSTRIAL EXPANSION

Classes of Records

RIE/PCI-010 *Formerly identified as:* RIE/PPA-010
Programs ITC/DREE
Description: This class of records is for programs of the former departments of Industry, Trade and Commerce (ITC)/and Regional Economic Expansion (DREE) for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general.

RIE/PCI-015 *Formerly identified as:* RIE/PPA-015
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes material dealing with initial contacts, requests for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program; Industry and Labour Adjustment Program; Special Agricultural and Rural Development Program; Western Transportation Industrial Development Program; Special Recovery Capital Projects; Canadian Industrial Renewal Board; Program for Export Market Development.

RIE/PCI-020 *Formerly identified as:* RIE/PPA-020
Policy, Planning and Analysis — General
Description: This class covers records of a general nature relating to branch involvement with various associations, membership in committee(s), and material which cannot be found in the other classes of branch records. *Topics:* Policy planning and analysis — general; associations, clubs, societies; committees; co-operation and liaison; reports, studies and statements.

RIE/PCI-025 *Formerly identified as:* RIE/PPA-025
Policy Development
Description: This class covers policy and other issues which affect economic activities in the consumer goods, services and resource processing industries sector. *Topics:* Policy development — general; industrial co-operation; strategic plans (of major firms); trade policy and market development — international.

RIE/SCG-040 *Formerly identified as:* RIE/OIA-040
Office of Industrial Adjustment — General
Description: This class covers matters of a general nature relating to branch involvement with various associations, committees, liaison with government, provincial or scientific institutions, international agencies. *Topics:* Office of Industrial Adjustment — general; acts and legislation; associations, clubs, societies; committees; co-operation and liaison; exports and imports; fairs and exhibitions; missions and visits; reports, statistics, studies; standards.

RIE/SCG-045 *Formerly identified as:* RIE/OIA-045
Clothing Industry
Description: This class covers subjects dealing with the clothing industry. *Topics:* Clothing industry — general; clothing companies; clothing products.

RIE/SCG-050 *Formerly identified as:* RIE/OIA-050
Footwear Industry
Description: This class covers subjects dealing with the footwear industry. *Topics:* Footwear industry — general; footwear companies, footwear products.

RIE/SCG-055 *Formerly identified as:* RIE/OIA-055
Fur Industry
Description: This class covers subjects dealing with the fur industry. *Topics:* Fur industry — general; fur companies; market development; fur products.

RIE/SCG-060 *Formerly identified as:* RIE/OIA-060
Textile Industry
Description: This class covers subjects dealing with the textile industry. *Topics:* Textile industry — general; textile companies; textile products.

RIE/SCG-065 *Formerly identified as:* RIE/OIA-065
Policy Development
Description: This class covers topics related to the policy development activities of the Office of Industrial Adjustment. *Topics:* Policy development — general; horizontal policies; industrial strategies.

RIE/RPI-069
Programs ITC/DREE
Description: This class of records is for programs of the former departments of Industry Trade and Commerce and Regional Economic Expansion for which no new program exists under DRIE. *Topics:* Co-operative Overseas Market Development Program; Support for Technology Enhanced Productivity Program; subsidiary agreements.

RIE/RPI-071
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out under DRIE and includes initial contact, requests for information, investigations and anaylsis, project monitoring, financial statement review, and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program; Western Transportation Industrial Development Program; Technology Outreach Program; New Employment Expansion and Development Program; Canadian Industrial Renewal Board; Industry and Energy Research and Development Program; Technology Opportunities in Europe Program; Atlantic Enterprise Program; Economic and Regional Development Agreements; Program for Export Market Development.

RIE/RPI-072
Resource Processing Industries — General
Description: This class covers records of a general nature relating to Branch involvement with various associations and committees, and material which cannot be found in other classes of records of the Branch. *Topics:* Resource processing industries — general; acts and legislation; associations; committees; companies; co-operation and liaison; fairs and exhibitions; missions and visits; trade agreements negotiations and treaties.

RIE/RPI-073
Advanced Industrial Materials
Description: This class covers records relating to the evolution and development of advanced industrial material and products. *Topics:* Advanced industrial materials — general; product development.

REGIONAL INDUSTRIAL EXPANSION

RIE/RPI-074
Biotechnology and Health Care Products
Description: This class covers records relating to the promotion and development of the biotechnology and health care products industry. *Topics:* Biotechnology and health care products industry — general; marketing; biotechnology products; health care products; research and development; sector profiles.

RIE/RPI-075
Chemical Products
Description: This class deals with records related to the promotion and development of the chemical products industry. *Topics:* Chemical industry — general; investment and strategic planning; petroleum and industrial chemicals; plastics, rubber and chemical specialties; sector profiles.

RIE/RPI-076
Forest Products
Description: This class deals with records related to the promotion and development of the forest products industry. *Topics:* Forest products — general; wood products; converted wood and paper products; pulp and paper; sector profiles; standards.

RIE/RPI-077
Metal and Mineral Products
Description: This class deals with records related to the promotion and development of the metal and mineral products industry. *Topics:* Metal and mineral products industry — general; fabricated metal and construction products; iron and steel; metal and mineral processing; coal; sector profiles; standards.

RIE/TOU-169
Programs DRIE
Description: This class covers subjects relating to programs carried out by DRIE and includes material on initial contact, requests for information, investigation and analysis, project monitoring, financial statement review, and program eveluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Economic and Regional Development Agreements; Program for Export Market Development.

RIE/TOU-171
Tourism — General
Description: This class covers subjects of a general nature relating to Branch involvement with various associations and committees, and to liaison with government or provincial departments. *Topics:* Tourism — general; associations; committees; companies; complaints; conferences; liaison — federal, international, provincial, universities; travel conselling; visits and tours.

RIE/TOU-172
Product Development
Description: This class covers subjects relating to product development, such as policy, products, programs, regional operations and services. *Topics:* Product development — general; products; attitude and awareness promotion; Rendez-vous Canada; TourCanada; Tourism is Your Business; regional operations; services.

RIE/TOU-173
Marketing
Description: This class covers subjects dealing with marketing, such as advertising, audio-visual, business development, and promotional aids. *Topics:* Advertising — general; audio-visual; business development and promotional aids; joint marketing agreements; major events; meetings, conventions and incentive travel; market development planning; plans and promotional activities; public relations; Visits Canada Program.

RIE/TOU-174
Research
Description: This class covers subjects for research, including intelligence requests, distribution and studies. *Topics:* Research — general; intelligence; requests and distribution; studies/surveys.

RIE/SPB-175 *Formerly identified as:* RIE/TOU-175
Small Business and Special Projects
Description: Classes of records for the Small Business and Special Projects Branch within DRIE were developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Technology Branch; (ITC) — Corporate Analysis Branch; (ITC) — Financial Policy and Liaison Branch; (DREE) — Project Assessment and Evaluation Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/SPB-180 *Formerly identified as:* RIE/ISP-180
Regional and Industrial Projects and Crown Investments — General
Description: This class covers information of a general nature not included in the other classes. *Topics:* Regional and industrial projects and Crown investments — general; associations, organizations, institutes, societies; programs; reports and studies; research and statistics.

RIE/SPB-185 *Formerly identified as:* RIE/ISP-185
Crown Corporations and Investments
Description: This class covers information relating to the management of the Crown's interest in Crown corporations. This includes the assessment of corporation strategies, operation plans and financial performance and reporting systems. *Topics:* Crown corporations and investments — general; export promotion and financing; Canada Development Investment Corporation; Canada Development Corporation; Canadian Patents and Development Corporation; Canadian Commercial Corporation; Cape Breton Development Corporation; Export Development Corporation; Federal Business Development Bank.

RIE/SPB-190 *Formerly identified as:* RIE/ISP-190
Major Projects
Description: This class covers information relating to the assessment of large and sensitive major projects whose cost and complexity demand in-depth attention. *Topics:* Major projects — general; 150 Passenger Aircraft Project; Pratt and Whitney Canada; Miller Brothers; CCI/NABU (Consolidated Computer Inc.); Chrysler Limited; Massey-Ferguson; Davie Shipyard Project; PKS/KIEWIT.

RIE/RAB-200 *Formerly identified as:* RIE/ISP-200
Program Development and Operations
Description: Classes of records for Program Development and Operations within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Program Branch; (DREE) — Industrial Incentives Branch; (DREE)

— Analysis and Liaison Branch. For a more complete description of these branches and/or classes, please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/PEV-210 *Formerly identified as:* RIE/POL-210
Policy — General
Description: This class covers matters of a general nature relating to branch involvement with various associations, committees, companies, conferences, liaison activities with governments and institutions. *Topics:* Policy — general; acts and legislation; associations, clubs, societies; committees; companies; conferences; co-operation and liaison; studies.

RIE/PEV-215 *Formerly identified as:* RIE/POL-215
Relations with Business and Labour
Description: This class covers subjects dealing with departmental relations with national business and labour groupings, individual firms, task forces. *Topics:* Relations with business and labour — general; industry associations; task forces and advisory committees.

RIE/PEV-220 *Formerly identified as:* RIE/POL-220
Framework Policies
Description: This class covers subjects dealing with the identification and evaluation of the impact and the feasibility of modifying such framework policies. *Topics:* Framework policies — general; financial markets and institutions; industrial policy framework; investment policies and incentives; personnel and industrial relations; procurement policy; regulatory policies; sectoral policies.

RIE/PEV-225 *Formerly identified as:* RIE/POL-225
Short-Term Economic Analysis
Description: This class covers subjects relating to the Canadian economy, current conditions and outlook, short-term analysis and forecasts. *Topics:* Short-term economic analysis — general; briefings; economic situation and outlook; fiscal; investments.

RIE/PEV-230 *Formerly identified as:* RIE/POL-230
Statistical and Database Services
Description: This class deals with subjects relating to capital expenditures and foreign-owned subsidiary surveys, capacity utilization, socio-economic data and statistical support systems. *Topics:* Statistical and database services — general; capital expenditure survey; computer services and consultants; databases and information systems; foreign-owned subsidiary survey.

RIE/PEV-235 *Formerly identified as:* RIE/POL-235
Strategic Planning and Regional Policy
Description: This class covers subjects relating to sectoral competitiveness profiles, provincial industrial development policies and programs, and regional intelligence. *Topics:* Strategic planning and regional policy — general; departmental planning; industrial development; regional industrial development frameworks; regional intelligence; strategic overview; sectoral competitiveness profiles.

RIE/PEV-240 *Formerly identified as:* RIE/POL-240
Structural Analysis
Description: This class includes subjects relating to the Canadian econometric model for structural analysis, medium term industrial outlook, industrial adjustment policy, technology trends to 1990. *Topics:* Structural analysis — general; industrial adjustment; labour and employment issues; medium term outlook for industries and regions; models; simulation studies.

RIE/PEV-245 *Formerly identified as:* RIE/POL-245
Trade Policy
Description: This class covers issues relating to the Canada/USA sectoral trade liberalization, participation in OECD and GATT related issues, export trade development, and trade policy co-ordination. *Topics:* Trade policy — general; trade agreements, negotiations, treaties; General Agreement on Tariff and Trade; Organization for Economic Co-operation and Development; multinational enterprises; tariffs.

RIE/PEV-250 *Formerly identified as:* RIE/POL-250
Trade Development
Description: This class covers trade development issues such as foreign investment, industrial co-operation with government departments or agencies, and federal/provincial trade development. *Topics:* Trade development — general; European Economic Community; foreign investment; industrial co-operation; trade co-ordination; trade development units; duty remission.

RIE/PEV-255 *Formerly identified as:* RIE/POL-255
Programs ITC/DREE
Description: This class is for programs of the former Department of Industry, Trade and Commerce (ITC)/Department of Regional Economic Expansion (DREE) for which no new program exists under DRIE. *Topics:* Programs ITC/DREE — general; Enterprise Development Program; Support for Technology Enhanced Productivity; *Regional Development Incentives Act;* subsidiary agreements.

RIE/PEV-260 *Formerly identified as:* RIE/POL-260
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes material on initial contact, requests for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Industrial and Regional Development Program, Defence Industry Productivity Program; Industry and Labour Adjustment Program; Western Transportation Industrial Development Program; Native Economic Development Program; Special Recovery Capital Program; economic and regional development agreements.

RIE/FOB-280 *Formerly identified as:* RIE/RMB-280
Resource Management Branch — General
Description: This class covers information relative to the operation of the Resource Management Branch. *Topics:* Resource management — general; co-operation and liaison; general development and subsidiary agreements; industrial assistance; programs.

RIE/ACC-285
Access to Information and Privacy Office
Description: This class covers information relative to the operation of the Access to Information and Privacy Office. *Topics:* Access to information and privacy — general; Access Register and Bulletins; acts and legislation; committees; federal information collection, directives and procedures, Personal Information Index and Bulletins; requests — formal, requests — informal, requests — consultations from other government departments; reports.

REGIONAL INDUSTRIAL EXPANSION

RIE/SCG-290 *Formerly identified as:* RIE/CIR-290

Canadian Industrial Renewal Board

Description: Classes of records for the Canadian Industrial Renewal Board within DRIE will be developed from classes previously located in branches within the Department of Industry, Trade and Commerce/Regional Economic Expansion, namely: (ITC) — Canadian Industrial Renewal Board. For a more complete description of these branches and/or classes please refer to the section entitled "Records of the Former Departments of Industry, Trade and Commerce/Regional Economic Expansion."

RIE/PRE-300

Operations Audit — General

Description: This class covers information relative to the operation of Operations Audit Branch. *Topics:* Operations Audit — General, Headquarters, Provinces/Territories.

RIE/ORD-305

Office for Regional Development — General

Description: This class covers information of a general nature relating to the operational responsibilities of the Office for Regional Development. *Topics:* Office for Regional Development — general; Atlantic fisheries development — east coast; electrical and electronics industry; energy — general; foreign investment; forestry; loan insurance claim; Organization for Economic Co-operation and Development; petrochemicals; Regional Communications Study; shipbuilding; technology development; tourism; trade.

RIE/ORD-310

Policy and Expenditure Management System

Description: This class covers information on the Policy and Expenditure Management System of the federal government and the Office for Regional Development. *Topics:* Policy and Expenditure Management System — general; operational plans; main estimates; supplementary estimates.

RIE/ORD-315

Regional Development Policy

Description: This class covers information on regional development initiatives taken by the Office for Regional Development and departments in the economic and regional development envelope, involving cross-sectoral policies. *Topics:* Regional economic development policy — general federal-provincial development policies; Economic and Regional Development Agreements (ERDA) and related sub-agreements; strategic provincial plans.

RIE/ORD-320 *Formerly identified as:* RIE/FED-320

Federal Economic Development Co-ordinators (FEDC)

Description: This class covers information relating to the operational responsibilities of the FEDC offices. *Topics:* Regional economic development — general; Policy and Expenditure Management System; Regional Economic Development Program organization and delivery; Economic Development Special Projects; primary industries; secondary industries; services sectors; regional economic development policies and programs.

RIE/NEP-325

Native Economic Program — General

Description: This class covers information relative to the administration of the Native Economic Program (Formerly Native Economic Development Program). This fund has been established to assist native groups and to co-ordinate federal efforts towards aboriginal economic development. *Topics:* Native Economic Development Program — general, board member applications, contractors and consultants, co-operation and liaison, funding assistance requests.

RIE/XRO-330

DRIE — General

Description: This class contains regional offices activities and involvement with the private and public sectors, and other departmental organizations. It includes published and gathered information relating to Canadian industry that would not be contained in other classes of records. *Topics:* DRIE — general; acts and legislation; associations, clubs, societies; committees; companies, corporations, firms; co-operation and liaison; exports and imports; market development; policy development; research and development.

RIE/XRO-335

Industrial and Regional Development

Description: Includes production and marketing, nationally and internationally, of Canadian products and economic development of Canadian industries. *Topics:* Industrial and regional development — general; community development; major projects; manufacturing, processing and service industries.

RIE/XRO-340

Programs ITC/DREE

Description: This class contains programs of the former departments of Industry Trade and Commerce/Regional Economic Expansion for which no new program exists under (DRIE). *Topics:* Programs ITC/DREE — general; Co-operative Overseas Market Development Program (COMDP); Institutional Assistance Program (IAP): general — Centres of Advanced Technology Program — Industrial Innovation Centres — Industrial Research Institutes Program — Technological Innovation Studies Program; Enterprise Development Program (EDP); Magdalen Islands special area (MISA); Montréal special area (MSA); *Regional Development Incentives Act* (RDIA); Small Business Assistance Program (Prince Edward Island); Support for Technology Enhanced Productivity (STEP); Subsidiary Agreements: general, Newfoundland — general, Community Development Sub-agreement for Coastal Labrador, Gros Morne Subsidiary Agreement, Industrial Development Sub-agreement — Phase I Western Newfoundland, Industrial Development Phase II, Inshore Fisheries Development Agreement, Labrador Interim Subsidiary Agreement, Northern Ocean Research and Development Corporation (NORDCO) Subsidiary Agreement, Planning Subsidiary Agreement, pulp and paper mill modernization — Abitibi-Price, Rural Development Subsidiary Agreement, special fish plant water supply — Stephenville Mill conversion and reactivation, St. John's Urban Region Subsidiary Agreement, Tourism Subsidiary Agreement, Highways 74-75 Subsidiary Agreement, Fisheries Marine Services Centre Program Subsidiary Agreement, Highways 75-76 Subsidiary Agreement, Forestry Subsidiary Agreement, Highways 76-81 Subsidiary Agreement, Mineral Development Subsidiary Agreement, Agricultural Development Subsidiary Agreement, Forestry Subsidiary Agreement; Prince Edward Island; Subsidiary Agreements: Nova Scotia — general, Agriculture Development Subsidiary Agreement, Assistance to Michelin Tires (Canada) Ltd. Subsidiary Agreement, Energy Conservation Subsidiary Agreement, Forestry Subsidiary Agreement, Halifax Panamax Dry Dock Subsidiary Agreement, Industrial Development Subsidiary Agreement, Metropolitan Halifax/Dartmouth Area Development Subsidiary Agreement, Modernization of Facilities at

Sydney Steel Corporation Subsidiary Agreement, Nova Scotia Planning Subsidiary Agreement, Pulp and Paper Modernization Subsidiary Agreement, Strait of Canso Area Development Subsidiary Agreement, Tourism Development Subsidiary Agreement, Mineral Development Subsidiary Agreement, Interim Cape Breton County Development Subsidiary Agreement, Sydney Steel Corporation Assistance Program Subsidiary Agreement, Ocean Industry Development Subsidiary Agreement; Technology Transfer; Subsidiary Agreements: New Brunswick: general, Developing Region Subsidiary Agreements, Modernization of Consolidated Bathurst Inc. Sub-Agreements, Northeastern New Brunswick Sub-Agreement, Pulp and Paper Sub-Agreement, Sulphation Roast Leach Pilot Plant Sub-Agreement, Highways 74-75 Subsidiary Agreement, Forestry Subsidiary Agreement 74-82, Kings Landing Historical Settlement Subsidiary Agreement, Industrial Development Subsidiary Agreement, Saint John and Moncton Arterial Highways Subsidiary Agreement, Kent Region Pilot Project Subsidiary Agreement, Agricultural Development Subsidiary Agreement, Miramichi Channel Study Subsidiary Agreement, Planning Subsidiary Agreement, Highways 75-76 Subsidiary Agreement, Tourism Development Subsidiary Agreement, Highways 76-77 Subsidiary Agreement, Mineral and Fuels Development Subsidiary Agreement, Highways 77-81 Subsidiary Agreement, Development of Agriculture Resources Subsidiary Agreement, Saint John Market Square Development Subsidiary Agreement, Forestry Development Subsidiary Agreement 81-84; Subsidiary Agreements: Quebec — general, Water Treatment Facilities for Montréal Area, Agricultural Development, Forestry Development, Mineral Development, Transportation Development, Public Infrastructure, Establishment of Newsprint Mill at Amos (1980-83) — Industrial Infrastructure — Modernization of the Pulp and Paper Industry — Airport Industrial and Commercial Park (PICA) — SIDBEC, Agreement Setting up Bleached Kraft Pulp Mill at St-Felicien Auxiliary Agreement Industrial Studies, Tourism Development, Société Inter-port de Québec Agreement; Subsidiary Agreements: Ontario — general, Eastern Ontario Subsidiary Agreements, Forest Management Subsidiary Agreements, Northeastern Ontario Subsidiary Agreements — Northern Ontario Rural Development Subsidiary Agreements, Pulp and Paper Industry Subsidiary Agreements, Cornwall Area Subsidiary Agreement, Northwestern Ontario Subsidiary Agreement, Dryden Development Infrastructure Subsidiary Agreement, Interim Northlands Subsidiary Agreement, Single-Industry Resource Communities Subsidiary Agreement, Community and Rural Resources Development Subsidiary Agreement, Economic Regional Development Agreement (ERDA); Subsidiary Agreements: Manitoba — general, Industrial Development Subsidiary Agreement, Interim Water Development and Drought Proofing, Manitoba Northlands Subsidiary Agreement, Northern Development Sub-Agreement, Tourism Subsidiary Agreement, Urban Bus Industries Development, Winnipeg Core Area Tripartite Agreement, Interim Northlands Subsidiary Agreement, Planning Subsidiary Agreement, Mineral Exploration and Development Subsidiary Agreement, Value-Added Crops Production Subsidiary Agreement, Gimli Agreement; Subsidiary Agreements, Saskatchewan: Iron and Steel and Other Related Metal Industries Subsidiary Agreement, Mineral Exploration and Development in Northern Saskatchewan Subsidiary Agreement, Interim Saskatchewan Northlands Subsidiary Agreement, Planning Subsidairy Agreement, Qu'Appelle Valley Subsidiary Agreement, Expand Facilities used by Canadian Western Agribition and Mexabition Subsidiary Agreement, Interim Mineral Development Subsidiary Agreement, Northlands Subsidiary Agreement, Forest Development Subsidiary Agreement, Productivity Enhancement and Technological Transfer in Agriculture Subsidiary Agreement, Interim Water Development for Regional Economic Expansion of Drought Proofing Subsidiary Agreement, Planning Subsidiary Agreement 79-84; Alberta — general, Alberta North Subsidiary Agreement, Nutritive Processing Assistance Subsidiary Agreement, Northern Alberta Transportation Subsidiary Agreement, Northern Transportation Subsidiary Agreement 76-79; Subsidiary Agreements: British Columbia — general, Evaluate Northeast Coal and Related Developments Subsidiary Agreements, Industrial Development Subsidiary Agreement — Agricultural and Rural Development Sub-Agreement (ARDSA), Tourism Industries Development Sub-Agreement (TIDSA), Northen Highways Subsidiary Agreement 74-75, Fort Nelson Subsidiary Agreement, Northern Highways Subsidiary Agreement 76, Northern Highways Subsidiary Agreement 76-79, Travel Industry Subsidiary Agreement, Intensive Forest Management Subsidiary Agreement, Ridley Island Road Access Subsidiary Agreement; Northwest Territories; Interim Community Economic Development Subsidiary Agreement; Yukon; Renewable Resource Development Subsidiary Agreement, Interim Tourism Development Subsidiary Agreement.

RIE/XRO-345

Programs DRIE

Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Pregrams DRIE — general, evaluation; Industrial and Regional Development Program (IRDP); Defence Industry Productivity Program (DIPP) — general, research assistance and development, source establishment assistance, capital assistance, Marketing Feasibility Study; Shipbuilding Industry Assistance Program (SIAP), general, subsidy, performance; Industry and Labour Adjustment Program (ILAP) — general, Community-based Industrial Adjustment Program, Industry Specific Restructuring Program; Special agreement — *Agricultural and Rural Development Act* (SARDA); Western Transportaion Industrial Development Program (WTID); Native Economic Development Program (NBEDP); Small Business Investment Grant (SBIG); Special Recovery Capital Projects (SRCP); Youth and Summer Job Corp; Prince Edward Island Comprehensive Development Plan; Prince Edward Island Federal Development Management Strategy; New Employment Expansion and Development Program (NEED); Credit Re-Insurance; *Small Business Loans Act* (SBLA); Canadian Industrial Renewal Board (CIRB); Industry and Energy Research and Development (IERD); Program for Export Marketing Development (PEMD); General Development Agreement (GDA); Technology Outreach Program; Special Program — Laprade Region; Footwear and Tanning Industry Assistance Program; Canada Marketing Assistance Program; Local Employment Related Initiative Program; Agriculture Marketing Assistance Program; Specialty Shippers Program; Federal Economic Development Initiative in Northern Ontario; Tornado Disaster Relief Program; Microelectronics and Systems Development Program; Technology Opportunities in Europe Program; Cape Breton Topping-up Assistance Program; Central Ontario Tornado Damage Business Assistance Program; Documented Circuits Inc. Assistance Program; Federal Business Development Bank; *DRIE Act* 5; Atlantic Enterprise Program; Economic and Regional Development Agreements.

REGIONAL INDUSTRIAL EXPANSION

RIE/XRO-350
Tourism
Description: This class contains information on the growth of tourism in Canada and assistance in the development of federal tourism policy. The promotion of travel to and within Canada and the development of tourism markets through the activities of regional offices located across Canada are listed. *Topics:* Tourism — general; associations, clubs, societies; committees, task forces, working groups; communications, medium and services; companies, corporations, firms; conferences, meetings, symposia; co-operation and liaison; events and attractions; marketing; policy development; research and analysis; tourism development; regional planning and implementation.

RIE/SCG-390 *Formerly identified as:* RIE/SEI-390
Service Industries — General
Description: This class covers subjects of a general nature relating to branch involvement with various associations, committees, liaison with government, or provincial departments. *Topics:* Service industries — general; acts and legislation; associations; liaison — federal, provincial, reports, standards, trade agreements.

RIE/SCG-395 *Formerly identified as:* RIE/SEI-395
Construction Industry Development Council
Description: This class includes subjects relating to the CIDC which is an advisory body to the Government of Canada on policy matters relating to the construction sector. *Topics:* Construction Industry Development Council — general.

RIE/SCG-400 *Formerly identified as:* RIE/SEI-400
Market Development
Description: This class includes subjects relating to the development of domestic and foreign markets through trade fairs, missions, liaison with various countries to establish markets or project development activities as well as the development of sector or industry policy. *Topics:* Market development — general; fairs and exhibitions; export/trade development; missions and visits; sector and policy development.

RIE/SCG-405 *Formerly identified as:* RIE/SEI-405
Industrial and Regional Development, Manufacturing, Processing and Resource Industries
Description: This class includes subjects relating to the development of Canadian industry within the service industry sector. *Topics:* Industrial development; manufacturing processing and resource industries — general; air industry; commercial service industry; marine industry — general, marine industry — Canadian ports facilities; traffic service industry; rail industry; road industry; trading houses.

RIE/STM-410 *Formerly identified as:* RIE/AMR-410
Automotive, Marine and Rail — General
Description: This class covers subjects relating to the automotive, marine and rail branch involvement with various associations, committees, and liaison with governments. *Topics:* Automotive, marine and rail — general; associations; committees; companies; liaison — federal; industrial cooperation; tariffs and duty remission; statistics.

RIE/STM-415 *Formerly identified as:* RIE/AMR-415
Industries
Description: This class covers subjects relating to reports, statistics and technical information relating to the automotive, marine and rail industries. *Topics:* Industries — general; automotive industry; marine industry; urban and rail industry.

RIE/STM-420 *Formerly identified as:* RIE/AMR-420
Marketing
Description: This class covers subjects relating to the marketing of Canadian equipment, products and systems. *Topics:* Marketing — general; automotive — general, automotive — USA; fairs and exhibitions; marine, missions and visits; urban and rail — general; urban and rail — USA.

RIE/STM-425 *Formerly identified as:* RIE/AMR-425
Planning and Analysis
Description: This class includes subjects relating to the development of policies and strategies affecting the automotive, marine and rail sector. *Topics:* Planning and analysis — general; automotive; Canada/USA automotive products agreements; marine; urban and rail.

RIE/STM-430 *Formerly identified as:* RIE/AMR-430
Programs ITC/DREE
Description: This class of records is for programs of the former Department of Industry Trade and Commerce/Regional Industrial Expansion for which no new program in DRIE exists. *Topics:* Programs ITC/DREE — general; Enterprise Development Program; Subsidiary Agreements.

RIE/STM-435 *Formerly identified as:* RIE/AMR-435
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industry and Regional Development Program; Defence Industry Productivity Program; Shipbuilding Industry Assistance Program; Western Transportation Industrial Development Program; Special Recovery Capital Projects, Industry and Energy Research and Development; Economic and Regional Development Agreements; Program for Export Market Development.

RIE/COM-440
Communications Branch — General
Description: This class covers subjects related to discussions, recommendations and documentation on issues as well as publicity and promotional planning activities of the ADM sectors. *Topics:* Branch — general; issues; planning.

RIE/COM-445
Audio-visual and Book Publications
Description: This class covers subjects relating to the production of photographs, cassettes, motion pictures, individual books, pamphlets, publications. *Topics:* Audio-visual — general; books and publications.

RIE/COM-450
Public Affairs and Media Relations
Description: This class covers subjects relating to the production of media information documents, press clippings and news releases. *Topics:* Public affairs and media relations — general; media review; news releases; press clippings.

REGIONAL INDUSTRIAL EXPANSION

RIE/COM-455
Speeches and Lectures
Description: This class covers subjects relating to invitations, arrangements, preparation, policy issues, delivery of speeches and lectures. *Topics:* Speeches and lectures — general; speeches and lectures — individual.

RIE/IAB-460 *Formerly identified as:* RIE/AOP-460
Operations — General
Description: This class relates to operational activities with various associations, committees, liaison with federal or provincial departments. *Topics:* Operations — general; acts and legislations; associations; committees, co-operation and liaison; grants; loans and contributions; reports.

RIE/IAB-465 *Formerly identified as:* RIE/AOP-465
Programs ITC/DREE
Description: This class of records is for programs of the former Department of Industry Trade and Commerce/Regional Industrial Expansion for which no new program in DRIE exists. *Topics:* Programs ITC/DREE — general; Regional Development Incentives, subsidiary agreements.

RIE/IAB-470 *Formerly identified as:* RIE/AOP-470
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program; Special Agricultural and Rural Development Program; Native Economic Development Program; Western Transportation Industrial Development Program; *Small Business Loans Act;* Economic and Regional Development Agreements; Program for Export Market Development, Technology Inflow Program.

RIE/FOB-475 *Formerly identified as:* RIE/CLR-475
Comptroller's Office — General
Description: This class relates to liaison activities with various federal and provincial agencies, and provides financial and information services and management support. *Topics:* Comptroller's Office — general; co-operation and liaison; industrial policy development; industrial assistance.

RIE/FOB-480 *Formerly identified as:* RIE/CLR-480
Programs ITC/DREE
Description: This class of records is for programs of the former Department of Industry Trade and Commerce/Regional Industrial Expansion for which no new program in DRIE exists. *Topics:* Programs ITC/DREE — general; Co-operative Overseas Market Development Program; Institutional Assistance Program; Enterprise Development Program; Magdalen Island Special Area; Product Development Management Program; *Regional Development Incentives Act;* Small Business Assistance Program; Support for Technology Enhanced Productivity; subsidiary agreements — general.

RIE/FOB-485 *Formerly identified as:* RIE/CLR-485
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Regional Development Incentive Program; Defence Industry Productivity Program; Shipbuilding Industry Assistance Program; Industry Labour Adjustment Program; *Special Agricultural and Rural Development Act;* Western Transportation Industrial Development Program; Native Economic Development Program; *Small Business Investment Grants Act;* Credit Re-insurance Program; Industry and Energy Research and Development; Co-operative Overseas Market Development Program; Local Employment Related Initiative Program; Economic and Regional Development Agreements; Program for Export Market Development.

RIE/ADI-525 *Formerly identified as:* RIE/IRB-525
Emergency Preparedness
Description: This class covers all subjects relating to the operational activities of emergency preparedness. *Topics:* Emergency Preparedness — general; departmental emergency preparedness; industrial base; international emergency preparedness — bilateral; national civil emergency preparedness; national emergency agencies; NATO documents; NATO planning; training.

RIE/IMB-535
Data Management and Systems Development — General
Description: This class covers information relative to data management and systems development. *Topics:* Data management and systems development — general; data base administration; business systems development; financial and program systems development.

RIE/IMB-536
Information Resource Management and Branch Co-ordination
Description: This class covers subjects relating to information resource management and branch co-ordination. *Topics:* Information security; threat/assessment; liaison activities; plans and strategies; projects; establishment file.

RIE/IMB-537
User Services
Description: This class covers subjects relating to user services with the Information Management Branch. *Topics:* User services — general; projects; information centres; technology support and operations; office automation project management.

RIE/BSM-540
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes material on initial contact, requests for information, investigation and analysis, monitoring, financial statements, review and program evaluation. *Topics:* Program DRIE — general; Industrial and Regional Development Program; Canadian Industrial Renewal Board; Program for Export Market Development.

RIE/BSM-541
Market Development Branch — General
Description: This class covers records of a general nature relating to branch involvement in various associations, memberships in committees and other material which cannot be found in the other classes of branch records. *Topics:* Market development — general; acts and legislation; associations, clubs, societies; committees;

companies, corporations, firms; co-operation and liaison; exhibits, fairs; studies; visits and tours.

RIE/BSM-542
Domestic Marketing
Description: This class covers records relating to national domestic marketing. *Topics:* Domestic marketing — general; Think Canadian — general; Think Canadian — advertising; Think Canadian — groups/participants, Think Canadian — marketing, Think Canadian — projects.

RIE/BSM-543
Market Information and Analysis
Description: This class includes catalogues, analyses and profiles which help identify and measure, for Canadian companies, market opportunities based on imports. *Topics:* Market information and analysis — general; Catalogue of Canadian Market Opportunities; import analysis; import profiles.

RIE/BSM-544
Productivity Improvement
Description: This class covers subjects relating to national and international productivity centres and productivity in industry. *Topics:* Productivity improvement — general; productivity centres and organizations; studies.

RIE/BSM-545
Interfirm Comparisons
Description: This class covers subjects relating to proposals and tenders with consultants, and reports and studies on industry sectors and on firms, to help these sectors and firms improve their productivity and competitiveness. *Topics:* Interfirm comparisons — general; consultants and tenders; industries.

RIE/BSM-546
Marketing Services
Description: This class covers presentations and activities at fairs, exhibits, conferences etc. to promote services offered by the Market Development Branch. *Topics:* Marketing services — general; marketing activities; promotional projects; Reverse Trade Fair Pilot Project.

RIE/BSM-547
Marketing Research Projects
Description: This class covers subjects relating to investment and trade issues researched to provide marketing information to industry sectors and other clients. *Topics:* Marketing research projects — general; investment issues; trade issues.

RIE/BSM-548
Business Opportunities Sourcing System (BOSS)
Description: This class includes subjects relating to enquiries, requests, reports and statistics relating to BOSS. *Topics:* Business Opportunities Sourcing System — general; directories; provincial; requests/enquiries.

RIE/BSM-549
Canada Awards for Business Excellence — General
Description: This class covers subjects relating to proposals, promotion activities, events, invitations, adjudication for the Canada Awards for Business Excellence Program. *Topics:* Canada Awards for Business Excellence — general; categories; finalists and winners; presentation ceremony events; promotion; proposals.

RIE/ITI-554 *Formerly identified as:* RIE/ELA-130, RIE/OII-140 and 145, RIE/ITI-555
Information Technologies Industry — General
Description: This class covers information technology of a general nature not included in the other classes. *Topics:* Information Technologies Industry — general; associations, clubs, societies, committees; co-operation and liaison; policy development; technologies — general; technologies — computers; technologies — microelectronics; technologies — telecommunications; technologies — software systems and services; technology applications; trade and tariffs.

RIE/ITI-556
Marketing (New)
Description: This class covers subjects relating to the marketing of Canadian equipment, products and systems, the promotion of attendance at trade fairs and exhibitions, the arrangement of trade missions and visits, as well as the promotion of investment. *Topics:* Marketing — general; investment promotion; fairs and missions; products.

RIE/ITI-557 *Formerly identified as:* RIE/OII-150, 155
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes information dealing with initial contacts, requests for information, investigation and analysis, project monitoring, financial statement reviews and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program; Program for Export Market Development; Microelectronics and Systems Development Program; Program for Export Market Development; Technology Opportunities in Europe Program; Technology Outreach Program.

RIE/SCG-560 *Formerly identified as:* RIE/FCP-560
Programs ITC/DREE
Description: This class is for programs of the former Departments of Industry, Trade and Commerce (ITC) and Regional Economic Expansion (DREE), for which no new program exists under the Department of Regional Industrial Expansion (DRIE). *Topics:* Programs ITC/DREE — general; Institutional Assistance Program; Enterprise Development Program; Product Development Mangement Program; support for Technology Enhanced Productivity Program; *Regional Development Incentives Act*; subsidiary agreements.

RIE/SCG-561 *Formerly identified as:* RIE/FCP-561
Programs DRIE
Description: This class covers subjects related to governmental programs carried out by DRIE, and includes material on initial contact, requests for information, investigation and analysis, project monitoring, financial statement reviews and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program — general, research and development assistance, source establishment assistance, capital investment assistance, market feasibility study; Industry and Labour Adjustment Program; Canadian Industrial Renewal Board; economic and regional development agreements; Program for Export Market Development; special recovery projects;

P.E.I. Comprehensive Development Plan; Industry and Energy Research and Development Program; Western Transportation Industrial Development Program; Atlantic Enterprise Program.

RIE/SCG-562 *Formerly identified as:* RIE/FCP-562
Food and Consumer Products — General
Description: This class covers records of a general nature relating to branch involvement with various associations, committees, companies, market development activities, etc. *Topics:* Food and consumer products — general; acts and legislation; agricultural reporting; associations, clubs, societies; committees; co-operation and liaison; fairs and exhibitions; market development; reports and statistics; research and development; missions and visits; tariffs, trade agreements and negotiations; transportation.

RIE/SCG-563 *Formerly identified as:* RIE/FCP-563
Animal Products
Description: This class covers subjects relating to animal products. *Topics:* Animal products — general; dairy products; livestock industry — general, livestock industry — by-products; meat industry, poultry industry.

RIE/SCG-564 *Formerly identified as:* RIE/FCP-564
Fishery Products
Description: This class covers subjects relating to the Canadian fishing industry. *Topics:* Fishery products — general; aquaculture; freshwater fish; groundfish; industrial fishery products; pelagic species; roes; caviars; salmonids; shellfish.

RIE/SCG-565 *Formerly identified as:* RIE/FCP-565
Furniture Products
Description: This class covers subjects relating to the Canadian furniture products industry. *Topics:* Furniture products — general; household furniture; business and institutional furniture.

RIE/SCG-566 *Formerly identified as:* RIE/FCP-566
Grocery Products
Description: This class covers subjects relating to the Canadian grocery products industry. *Topics:* Grocery products — general; beverages; fruits and vegetables; grain-based products; international commodities — coffee; international commodities — sugar; processed foods; sugar products.

RIE/SCG-567 *Formerly identified as:* RIE/FCP-56
Leisure Products
Description: This class covers subjects relating to the Canadian leisure products industry. *Topics:* Leisure industries — general; cultural products; leisure products — general; sporting goods.

RIE/SCG-568 *Formerly identified as:* RIE/FCP-568
Plant Products
Description: This class covers subjects relating to the Canadian plant products industry. *Topics:* Plant products — general; agriculture products; feed products; tobacco.

RIE/OCS-570
Office of the Corporate Secretary
Description: Classes of records for the Office of the Corporate Secretary will be developed from classes previously located in branches within the departments of Industry, Trade and Commerce, and Regional Economic Expansion, namely: Office of Regional Affairs and Corporate Co-ordination Bureau.

RIE/SPB-577
Special Projects Branch
Description: Classes of records for Special Projects Branch will be created from records now found in Small Business and Special Projects Branch (RIE/SPB-180 to RIE/SPB-190).

RIE/PAB-578
Program Affairs Branch — General
Description: This class covers subjects relating to the Program Affairs Branch involvement in committees, grants, and submissions. *Topics:* Program affairs — general; committees, submissions to Departmental Management Committee; co-operation and liaison; grants and contributions; international trade; memoranda to Cabinet; program computer-based systems; Treasury Board submissions.

RIE/PAB-579
Programs ITC/DREE
Description: This class of records is for programs of the former departments of Industry, Trade and Commerce and Regional Economic Expansion for which no new program exists under DRIE. *Topics:* Programs ITC/DRIE — general.

RIE/PAB-580
Programs DRIE
Description: This class covers subjects relating to governmental programs carried out by DRIE and includes initial contact, requests for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program; Western Transportation Industrial Development Program; Native Economic Development Program; Credit Re-insurance Program; *Small Business Loans Act*; Canadian Industrial Renewal Board; Technology Opportunities in Europe Program; Atlantic Enterprise Program; Economic and Regional Development Agreements; Program for Export Market Development.

RIE/IAB-584 *Formerly identified as:* RIE/IAB-569
International Affairs Branch
Description: This class covers records of a general nature relating to branch involvement with various associations, committees, fairs and exhibitions, missions and visits, which cannot be found in the other classes of branch records. *Topics:* International Affairs — general; acts and legislation; associations, clubs, societies; committees; companies, corporations, firms; conferences, meetings, symposia; co-operation and liaison; fairs and exhibitions; International Foreign Travel Plan; ISTC International Plan; market development; missions and visits; trade negotiations — agreements and treaties.

RIE/IAB-585
Investment and Technology (New)
Description: This class covers subjects relating to reports, technical information, profiles, promotional brochures. *Topics:* Investment and Technology — general; provincial plans and strategies; studies; investment opportunity profiles; investment promotion brochures; investment promotion conferences and seminars.

RIE/IAB-586
Trade Development Strategies (New)
Description: This class covers subjects relating to reports, technical information and duty remissions. *Topics:* Trade development

strategies — general; duty remission; harmonized systems — tariff items; provincial trade development.

RIE/IAB-587
International Initiatives (New)
Description: This class covers subjects relating to reports, technical information and industrial co-operation between foreign governments and foreign companies. *Topics:* International initiatives — general; Asia — general; Asia — Japan; Europe.

RIE/ADI-589 *Formerly identified as:* RIE/IRB-085, 090, 095; RIE/ADB-575; RIE/ADI-582
Aerospace, Defence and Industrial Benefits
Description: This class covers subjects relating to the Aerospace, Defence and Industrial Benefits Branch which cannot be found in the other classes of branch records. *Topics:* Aerospace, defence and industrial benefits — general; associations, clubs, societies; committees; companies, corporations, firms; co-operation and liaison; development projects; exports and imports; technologies.

RIE/ADI-591
Industrial Benefits (New)
Description: This class covers subjects relating to industrial benefit strategies for major Crown projects. *Topics:* Aerospace; armament; electronics; marine; vehicles.

RIE/ADI-592
Marketing (New)
Description: This class covers subjects relating to the marketing of Canadian products and technologies including attendance at trade fairs, missions and exhibitions. *Topics:* Marketing — general; fairs and exhibitions; investments prospecting; missions and visits; products.

RIE/ADI-593
Policy and Analysis (New)
Description: This class covers subjects relating to sector analysis and sector and horizontal policy issues including procurement and trade policies and strategies. *Topics:* Policy and analysis — general; horizontal issues; procurement policies and strategies; sector issues; trade issues.

RIE/ADI-594
Programs ITC/DREE (New)
Description: This class is for programs of the former Department of Industry, Trade and Commerce (ITC)/Department of Regional Economic Expansion (DREE) for which no new program exists under the Department of Regional Industrial Expansion (DRIE). *Topics:* Enterprise Development Program; subsidiary agreements.

RIE/ADI-595
Programs DRIE (New)
Description: This class covers subjects relating to governmental programs carried out by DRIE, and includes material dealing with initial contacts, requests for information, investigation and analysis, project monitoring, financial statement review and program evaluation. *Topics:* Programs DRIE — general; Industrial and Regional Development Program; Defence Industry Productivity Program; Western Transportation Industrial Development Program; Canadian Industrial Renewal Board; Program for Export Market Development; Atlantic Enterprise Program; Cape Breton Topping-Up Assistance Program; Industry and Energy Research and Development Program; Technology Opportunities in Europe Program; Technology Outreach Program.

RIE/ASB-901
Administration
Description: See Standard Classes of Records.

RIE/ASB-902
Acts and Legislation
Description: See Standard Classes of Records.

RIE/ASB-903
Administrative and Management Services
Description: See Standard Classes of Records.

RIE/ASB-904
Co-operation and Liaison
Description: See Standard Classes of Records.

RIE/ASB-905
Buildings and Properties
Description: See Standard Classes of Records.

RIE/ASB-906
Buildings
Description: See Standard Classes of Records.

RIE/ASB-907
Lands
Description: See Standard Classes of Records.

RIE/ASB-908
Utilities
Description: See Standard Classes of Records.

RIE/ASB-909
Equipment and Supplies
Description: See Standard Classes of Records.

RIE/ASB-910
Furniture and Furnishings
Description: See Standard Classes of Records.

RIE/ASB-911
Office Appliances
Description: See Standard Classes of Records.

RIE/ASB-912
Procurement
Description: See Standard Classes of Records.

RIE/ASB-913
Vehicles
Description: See Standard Classes of Records.

RIE/FOB-914
Finance
Description: See Standard Classes of Records.

RIE/FOB-915
Accounts and Accounting
Description: See Standard Classes of Records.

RIE/FOB-916
Audits
Description: See Standard Classes of Records.

RIE/FOB-917
Budgets
Description: See Standard Classes of Records.

RIE/HRB-918
Personnel
Description: See Standard Classes of Records.

RIE/HRB-919
Classification of Positions
Description: See Standard Classes of Records.

RIE/HRB-920
Employment and Staffing
Description: See Standard Classes of Records.

RIE/HRB-921
Human Resources
Description: See Standard Classes of Records.

RIE/HRB-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

RIE/HRB-923
Official Languages
Description: See Standard Classes of Records.

RIE/HRB-924
Pensions and Insurance
Description: See Standard Classes of Records.

RIE/HRB-925
Salaries and Wages
Description: See Standard Classes of Records.

RIE/HRB-926
Staff Relations
Description: See Standard Classes of Records.

RIE/HRB-927
Training and Development
Description: See Standard Classes of Records.

Records of the former Department of Industry, Trade and Commerce

Canadian Industrial Renewal Board

The board was set up to assist the restructuring, consolidation and modernization of the textile, clothing and footwear industries, to renew the economic base of communities heavily dependent on those industies, and to help workers affected by the liberalization of world trade in these commodities and by the rationalization process. The Board is made up of private and public sector members representing business, labour, consumer interests, the academic community and the federal government.

Under CIRB programs, all textile, clothing and footwear firms in Canada are eligible for financial assistance for restructuring and modernization, for the establishment of common services, and for mergers and acquisitions. Other types of businesses in designated communities can also benefit from CIRB assistance for modernization, expansion and restructuring. As well, assistance to establish new businesses in designated communities is available. Assistance is provided in the form of loans, loan insurance and contributions.

A special package of labour adjustment programs, administered by the Canada Employment and Immigration Commission, is also available for laid-off textile, clothing and footwear workers within the CIRB program framework.

Canadian Industrial Renewal Board — General
Description: The class contains information on the activities and functions of the Canadian Industrial Renewal Board, including correspondence on the board of directors and board meetings. *Topics:* Canadian Industrial Renewal Board (CIRB) — general; committees; conferences, meetings, seminars; board of directors. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

Policy, Planning and Public Relations
Description: This class has information on the planning and policy activities of the Canadian Industrial Renewal Board (CIRB), including the determination of the efficiency of the program and public relations activities. *Topics:* Policy, planning and public relations — general; board of directors meetings; regulations; multi-year operational plan; budget; community development strategy; designated communities; sector and subsector strategies; manpower adjustment programs; industrial adjustment strategy; communications and public relations; federal/provincial relations; unions; associations — general; consumer associations. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

Sector Firms
Description: This class contains records relating to the delivery of the programs administered by the Canadian Industrial Renewal Board (CIRB) to firms in the textile, clothing and footwear sectors applying for assistance. *Topics:* Sector firms — general; associations; board of directors meetings; companies, corporations, firms; consultants; co-operation and liaison — federal government departments and agencies; sector profiles; programs. *Special Access Note:* Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

Economic Development and Industrial Promotion
Description: This class contains information on the economic development of designated communities, the promotion of local firms in designated communities, as well as those firms wishing to relocate in these communities. Also included are co-operation and liaison activities with labour forces, unions and municipalities. *Topics:* Economic development and industrial promotion — general; committees, conferences, meetings; press clippings and releases; program context and preoccupations; program recipients; program activities; community data system; community profiles; consultants.

REGIONAL INDUSTRIAL EXPANSION

Special Access Note: Portions, or all, of this class of records can now be found in the Canadian Industrial Renewal Board of DRIE.

Electrical and Electronics Branch

This branch monitors, assesses and assists in the development of government policies on the electrical and electronics industry and plans; and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the electrical and electronics industries.

Procurement and Purchases

Description: This class covers information relating to branch activities as they relate to procurement and purchasing policies and procedures of the federal government, to ensure that industrial benefit to Canada is achieved when awarding major government contracts in the electrical and electronics industries. *Topics:* Procurement and purchases — general; aircraft — industrial benefit; communications — industrial benefit; computer and microelectronic — industrial benefit; navigational systems; North Atlantic Treaty Organization — industrial benefit; office machines; rationalization program; ships and shops' systems; simulators; surveillance and control systems; vehicles. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Automotive, Marine and Rail Branch or Machinery and Electrical Equipment Branch of DRIE.

Electrical and Electronics — General

Description: This class covers information relating to branch activities and involvement with the public and private sectors, other departmental organizations, and foreign countries. It includes published and gathered statistics on the electrical and electronics industry that would not be contained in other classes of records. *Topics:* Co-operation and liaison — federal and provincial governments; organizations and associations; technology; standards; statistics; multilateral trade negotiations; tariffs and trade. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

Industrial Development

Description: This class covers information relating to branch activities and involvement as they relate to the development of the Canadian manufacturing and processing sectors of the industry; and to government assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial development — general; companies — general; programs — general; Defence Industry Productivity Program; Defence Development Sharing Program; Industry Modernization for Defence Export Program; defence industry research; Enterprise Development Program; General Adjustment Assistance Program; Industrial Design Assistance Program; Make or Buy Program; Microelectronics Support Program; Program for the Advancement of Industrial Technology; Program for Export Market Development. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

Industrial Policy Development

Description: This class covers information relating to branch activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., energy), and electrical and electronics issues, including data relating to export control. *Topics:* Horizontal issues; COCOM; space industry restructuring; electrical and electronics; electrical profiles; electronics profiles. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

Marketing

Description: This class covers information relating to branch activities and involvement as they relate to the assistance given to Canadian firms in the marketing of their equipment, products and systems. *Topics:* Marketing — general; economic intelligence reports; promotional projects; fairs and missions; missions and visits; products; industrial co-operation; projects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Electrical and Aerospace Branch or Machinery and Electrical Equipment Branch of DRIE.

Machinery Branch

This branch plans, develops, assesses and executes policies, programs and services designed to promote the establishement, improvement, efficiency, export market development and general economic development of the machinery industry.

Procurement and Purchases

Description: This class covers information relating to branch activities as they relate to procurement and purchasing policies and procedures of the federal government to ensure industrial benefit to Canada is achieved when awarding major government contracts in the machinery industry. *Topics:* Procurement and purchases — general. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Machinery — General

Description: This class covers information relating to branch activities and involvement with the public and private sectors, and federal, provincial and foreign governments. It also includes studies, standards, statistics and trade agreements for the machinery industry that would not be contained in other classes of records. *Topics:* Machinery — general; co-operation and liaison; committees; organizations and associations; standards; studies; statistics; tariffs; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Industrial Development

Description: This class covers information relating to branch activities and involvement relating to the development of the Canadian sector of the machinery industry, and to government incentives and assistance for Canadian firms in the form of grants, loans, contributions and write-offs. *Topics:* Industrial development — general; companies; programs — general; energy conserving equipment — class 34; Enterprise Development Program; foreign investment — reviews and assessments; Industrial Design Assistance Program; industrial technology; Program for Enhanced Productivity; Program for Export Market Development; Regional Economic Development Program; Shipbuilding Industry Performance Improvements Program; Unsolicited Proposals Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Industrial Policy Development
Description: This class covers information relating to branch activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., energy) and on the machinery industry. *Topics:* Industrial policy development — general; economic intelligence; horizontal issues; industry sector profiles; machinery industry (vertical issues); nuclear power. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Trade Development
Description: This class covers information relating to the development of foreign trade through fairs, exhibitions and missions, and advising Canadian industry of export opportunities and joint ventures. *Topics:* Trade development — general; fairs and exhibitions; missions and visits; industrial co-operation; equipment and machinery. *Special Access Note:* Portions, or all, of this class of records can now be found in the Machinery and Electrical Equipment Branch of DRIE.

Small Business Secretariat

The secretariat is responsible for the development and assessment of national policies and programs affecting small business. It provides support to the Minister of State for Small Business in carrying out his or her duties, and maintains contact with the provinces and industry groups on small business matters. The secretariat takes the lead in special assignments relating to small business, which often cover a broad range of interest areas and involve other branches and departments, and prepares recommendations and Cabinet documents resulting from these activities.

Small Business Secretariat — General
Description: This class covers information relating to branch activities and involvement with various associations and organizations from the public and private sectors, as well as co-operation and liaison with federal, provincial and foreign governments, which is not included in other classes of records. *Topics:* Small Business Secretariat — general; acts and legislation; complaints and enquiries; associations, committees, organizations, institutes, societies; briefings; Business Council programs; conferences and meetings; co-operation and liaison; human resources; reports and statistics; studies and surveys; trade agreements, negotiations and treaties. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Financial Policy
Description: This class covers information relating to the availability of capital and initiatives to improve the financing environment for small business in Canada. *Topics:* Financial policy — general; capital markets; equity financing; federal programs; foreign programs; sources of Canada; taxation matters; venture capital. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Special Projects
Description: This class covers information relating to special programs and projects to assist small business and federal government procurement policies when dealing with small business. *Topics:* Special projects — general; Small Business Internship Program; other related programs; procurement; sub-contracting program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Advocacy Office
Description: This class covers information relating to complaints, enquiries from small business on government regulations, red tape and paper burden, including information concerning associations. *Topics:* Paper Burden and Advocacy Office — general; federal and provincial departments; Chambers of Commerce; associations; discussion papers; cabinet committee; general literature; conferences; ministers' dockets; public relations speeches; reports and statistics. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Small Business Financing Review Task Force

The task force was established to examine the effect of government policies, programs, institutions, regulations and tax measures on small business and the private sector capital markets.

Operations
Description: This class covers information relating to examinations of government policies, assistance, and programs in relation to small business, including studies of small business financing in Canada and foreign countries. *Topics:* Small Business Financing Review — general; federal assistance; organizations, associations, companies; small business financing in foreign countries; studies and surveys. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business Secretariat Branch of DRIE.

Records of the Former Department of Regional Economic Expansion

Analysis and Liaison Branch

This branch consists of three divisions: Economic Development Analysis, which undertakes economic and social analysis on an inter-regional basis; Policy Analysis, which identifies and evaluates broad regional economic development issues; and Program Analysis and Liaison, which monitors initiatives proposed by the regions in terms of their national or inter-regional implications, and maintains liaison both within the Department and with other departments to promote policy consistency.

Liaison and Briefing
Description: This class covers information relating to external and intra-departmental liaising and regular briefings for the Minister and senior management. *Topics:* Other government department programs, reports and critiques; participation in other government departments' committees; external liaison; foreign industrial prospects. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch and Policy Sector Branch of DRIE.

Departmental Program Analysis
Description: This class covers information relating to analysis of former DREE Programs. *Topics:* Cape Breton initiatives; cost sharing arrangements for general development agreements; industrial adjustments and developments; program evaluation; subsidiary agreement reports; regional disparities; DREE expenditure by electoral district; native programs; regional initiatives. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch, Policy Sector Branch and Program Development and Operations Branch of DRIE.

Policy and Legislative Follow-up to the Strategic Overview
Description: This class covers information relating to strategic and tactical planning and detailed policy, program and legislative development. *Topics:* Regional constraints; Regional Development Fund; strategic overview; Indian benefits from federal government employment and regional initiatives; community and rural economic development; Business Assistance Program; Local Economic Development Assistance (LEDA); legislation review; Constitution. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Tilting Other Government Department Policies
Description: This class covers information relating to substantive briefings on items for the Cabinet Committee on Economic Development and ongoing participation on interdepartmental committees. *Topics:* New fighter procurement; Canadian Patrol Frigate Program; Employment Development Fund; government procurement; Iles de la Madeleine; shipbuilding policy; Industrial Opportunity Program; small business initiatives; petrochemical industry. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Regional Strategies
Description: This class covers information relating to co-ordinating and participating in the preparation of federal and departmental regional development strategies. *Topics:* Strategic overviews; regional strategies; energy consultation with regions; provincial economic development strategies. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Analytic Projects
Description: This class covers information relating to major analytic projects as a backup for policy development and interdepartmental communication. *Topics:* Tax expenditures, labour market gap analysis; initiatives to promote high technology growth in the regions of Canada; natives; linkages; local development initiatives; cluster analysis; major projects; energy demand analysis. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Data Co-ordination
Description: This class covers information relating to maintaining and developing a database on regional statistics and providing statistical analysis for headquarters, field offices, other government departments, and other clients. *Topics:* Real income differential by region, by occupation; Provincial and Regional Data Directory; changes in investment by region; layoff in Ontario communities; employment potential in Ontario; COMDAT 80; bankruptcy statistics; employment and unemployment by province, sex and age groups; migration rate by age and sex; data bank franchise; statistical policy. *Special Access Note:* Portions, or all, of this class of records can now be found in the Policy Sector Branch of DRIE.

Industrial Incentives Branch Operational Planning Division

The Division provides guidance on the planning and operation of the Regional Development Incentives Program (RDIP) as well as policy advice on industrial matters concerning other departments, issues operational guidelines for the RDIP and monitors adherence across the country.

Incentives
Description: This class covers information relating to planning and operation of the Regional Development Incentives Program (RDIP) and policy advice on industrial incentives matters concerning the Department of Regional Industrial Expansion and other departments. *Topics:* Policy; operating guidelines; legislative reviews; designated regions; industrial promotion; requests for assistance; Departmental Incentives Data System (DIDS) detailing disposal of individual incentives applications; double depreciation for new products. *Special Access Note:* Computer system (DIDS) arranged by company or individual name, province, location and standards industrial classification. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

Incentives — Operational Planning
Description: This class covers information relating to development, implementation, monitoring, evaluation and modification of the decentralized incentives program. *Topics:* Research, surveys and studies relating to impact of incentives programs completed, rejected or discontinued projects, equity investment; assessment of industrial policies; program proposals; program monitoring; program evaluation; Special Investment Tax Program. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

Incentives Evaluation and Loan Guarantees Division

The division reviews incentive case files, including loan guarantees, and is responsible for all recovery actions involving incentives cases which fail to meet statutory requirements or other conditions.

Incentive Case Files
Description: This class covers information relating to individual applicants for grants and repayable development incentives from the initial application to the final decision. *Topics:* Application forms; letters of offer; letters of acceptance; letters of withdrawal; status reports; audit reports; decisions; correspondence with applicant; other sources of information. *Special Access Note:* Individual case files under the *Regional Development Incentives Act* (RDIA) are created and retained in provincial offices where the application was initiated; individual case files under the old *Area Development Incentives Act* (ADIA) are retained at headquarters. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

Incentives — Loans Guarantees
Description: This class covers information relating to loans to industries from selected lending institutions, guaranteed by the Department. *Topics:* Policy; provincially-sponsored projects; lending institutions; prospective applicants; individual loan guarantee case files, including application forms, status reports and correspondence with applicants; loan guarantees summaries and reports. *Special Access Note:* Individual loan guarantee case files created and retained in headquarters. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and Regional Offices of DRIE.

Incentives — Recovery
Description: This class covers information relating to a collection of debts due to the Crown from contraventions to the *Regional Development Incentives Act* (RDIA) or the *Area Development Incentives Act* (ADIA) and the *Regional Economic Expansion Act*,

as well as a collection of repayable incentives. *Topics:* Deletion of debts due to the Crown; statistical reports and summaries of RDIA and ADIA case load of recovery cases. *Special Access Note:* Correspondence regarding individual recovery cases is placed on the incentive case files, which are located in the provincial offices. Portions, or all, of this class of records can now be found in the Program Development and Operations Branch and regional offices of DRIE.

Regional Development Incentives Advisory Board

Description: This class covers information relating to recommendations to the Minister concerning directives, guidelines and other instruments used in the administration and assessment of the individual incentives program, the disposition of specific loan guarantee applications, and the disposition of specific grant applications. *Topics:* Agenda; minutes of meetings; operating guidelines and procedures; weekly status reports. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Pulp and Paper Modernization Program Advisory Group

Description: This class covers information relating to the review, prior to ministerial approval, of all incentive recommendations of the joint federal-provincial management committee, which administers the implementation of each pulp and paper modernization subsidiary agreement. *Topics:* Agenda; minutes of meetings; operating guidelines and procedures; recommendation reports of management committee; executive summary reports. *Special Access Note:* Portions, or all, of this class of records can now be found in the Program Development and Operations Branch of DRIE.

Project Assessment and Evaluation Branch

This branch conducts commercial, financial, business policy and economic assessments of major regional initiatives. This major project analysis is conducted by project teams comprised of financial, marketing and business strategy specialists from within the branch and from various private sector organizations, along with economists specializing in the evaluation of the economic impact of major projects. Representative of the work of the branch are studies on the semi-finished steel facility in Nova Scotia, pulp and paper modernization throughout Canada, development of coal deposits in British Columbia, and a zinc refinery in New Brunswick.

Project Records

Description: This class covers information relating to ongoing projects of an industrial nature. *Topics:* General correspondence; meetings; proposal stage; evaluation assessment phase; financial analysis; economic analysis and reports relating to projects such as the Manitoba Forest Project, Atlantic Power Project, and the Saskatchewan Steel Assessment Project. *Special Access Note:* Portions, or all, of this class of records can now be found in the Small Business and Special Projects Branch of DRIE.

Records of the Former Textile and Clothing Board

General and Service Information

Description: Information on Board reports, Board activities, correspondence, relations with other departments and agencies, legislation and treaties relating to textiles and clothing. *Topics:* Board reports: enquiries, reviews, industry situation, studies; Board activities: information, records; correspondence with individuals, associations, firms, embassies, trade commissions; relations with other departments, agencies, Anti-dumping Tribunal, Tariff Board; legislation and treaties; *Textile and Clothing Board Act*; agreements on international trade in textile products.

Inquiries and Reviews

Description: Information on each inquiry and review of textiles and clothing by the Textile and Clothing Board. *Topics:* Inquiries and reviews — general, textile products, clothing products.

Economic Data on Textiles and Clothing

Description: Economic data on textiles and clothing industries obtained in support of the various activities of the Board. *Topics:* Economic data on textiles and clothing — general, markets, imports, exports, textile industry, clothing industry, individual firms.

Deleted Classes of Records

The classes of records RIE/OIA-030 and RIE/SEI-380 contain information which is duplicated in RIE/SCG-560 Programs ITC/DREE and so have been deleted.

The classes of records RIE/OIA-035 and RIE/SEI-385 contain information which is duplicated in RIE/SCG-561 Programs DRIE and so have been deleted.

The following classes of records have been incorporated into RIE/ADI-589 Aerospace, Defence and Industrial Benefits:

RIE/IRB-085	Office of Industrial and Regional Benefits — General
RIE/IRB-090	Industrial Benefits — General
RIE/IRB-095	Programs DRIE
RIE/ADB-575	Aerospace and Defence Branch
RIE/ADI-582	Aerospace, Defence and Industrial Benefits

The class of records RIE/MEE-125 contains information which is duplicated in RIE/STM-581 Surface Transportation and Machinery and so has been deleted.

The following classes of records have been incorporated into RIE/ITI-554 Information Technologies Industry — General:

RIE/ELA-130	Electronics and Aerospace
RIE/OII-140	Office of Industrial Innovation — General
RIE/OII-145	Technology Assessment

The following classes of records have been incorporated into RIE/ITI-557 Programs DRIE:

RIE/OII-150	Programs ITC/DREE
RIE/OII-155	Programs DRIE

The information in the class of records RIE/IAB-564 has been incorporated into RIE/IAB-584 International Affairs Branch.

The class of records RIE/TCF-576 Textiles, Clothing and Footwear contains information which is duplicated in RIE/SCG-040 to 065 and RIE/SCG-290 and so has been deleted.

The following classes of records do not yet have information holdings and so have been deleted:

RIE/PEV-530	Policy and Evaluation

REGIONAL INDUSTRIAL EXPANSION

RIE/PCI-550	Planning, Co-ordination and Incentives
RIE/PEV-571	Small Businesses
RIE/IGB-572	Crown Investments and Guarantees
RIE/RAB-573	Regional Co-ordination and Special Incentives
RIE/STM-581	Surface Transportation and Machinery
RIE/SCG-583	Service Industries and Consumer Goods

REGIONAL INDUSTRIAL EXPANSION

DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION (RIE)

OPERATIONS AUDIT (PRE)

300 Operations Audit — General

REGIONAL OFFICES (XRO)

330 DRIE — General
335 Industrial and Regional Development
340 Programs ITC/DREE
345 Programs DRIE
350 Tourism

REGIONAL DEVELOPMENT ORGANIZATION (ORD)

305 Office for Regional Development — General
310 Policy and Expenditure Management System
315 Regional Development Policy
320 Federal Economic Development Co-ordinators (FEDC)

COMMUNICATIONS BRANCH (COM)

440 Communications Branch — General
445 Audio-visual and Book Publications
450 Public Affairs and Media Relations
455 Speeches and Lectures

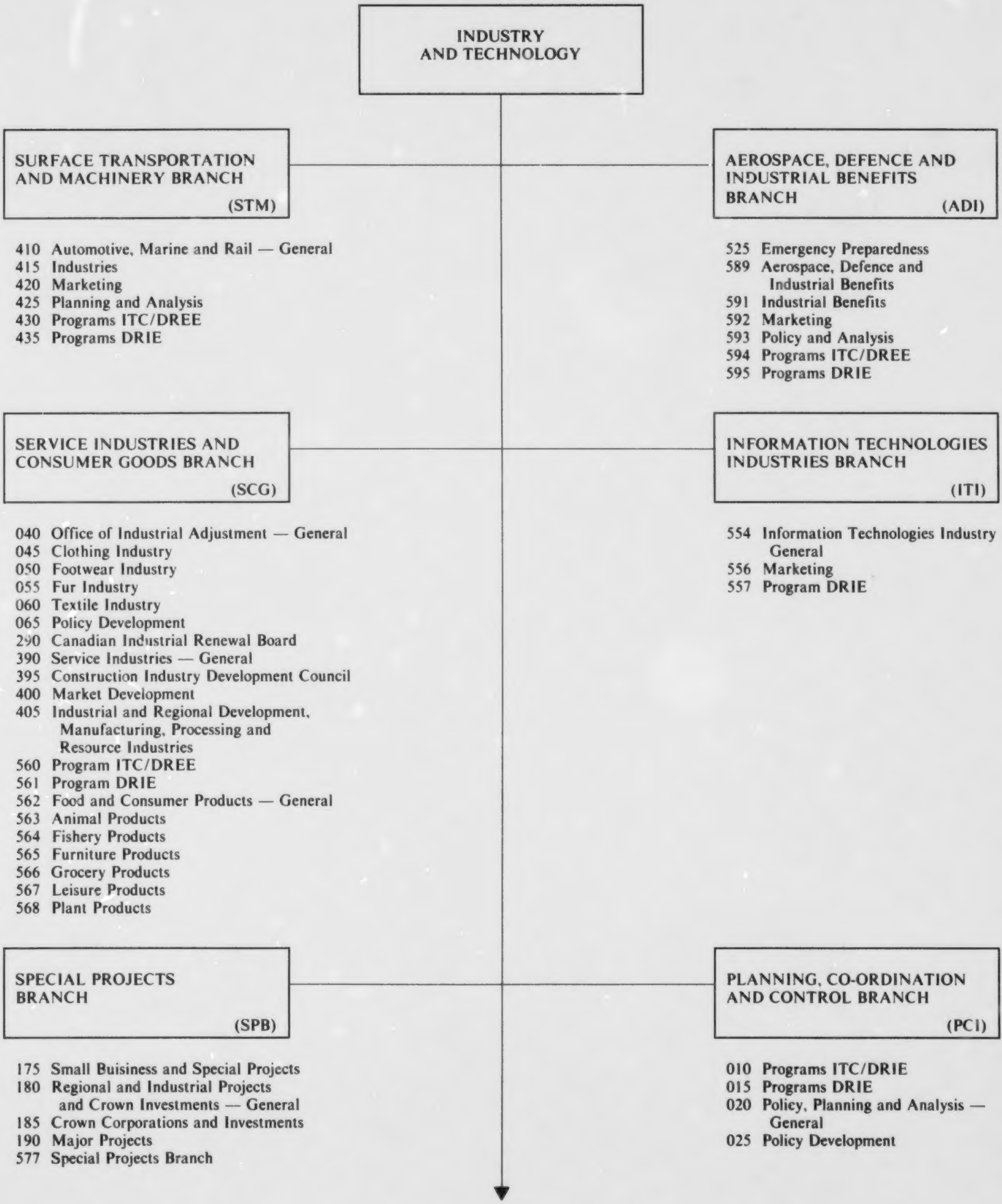
NATIVE ECONOMIC PROGRAMS (NEP)

325 Native Economic Program — General

OFFICE OF CORPORATE SECRETARY (OCS)

570 Office of the Corporate Secretary

REGIONAL INDUSTRIAL EXPANSION



INDUSTRY AND TECHNOLOGY

SURFACE TRANSPORTATION AND MACHINERY BRANCH (STM)

410 Automotive, Marine and Rail — General
415 Industries
420 Marketing
425 Planning and Analysis
430 Programs ITC/DREE
435 Programs DRIE

AEROSPACE, DEFENCE AND INDUSTRIAL BENEFITS BRANCH (ADI)

525 Emergency Preparedness
589 Aerospace, Defence and Industrial Benefits
591 Industrial Benefits
592 Marketing
593 Policy and Analysis
594 Programs ITC/DREE
595 Programs DRIE

SERVICE INDUSTRIES AND CONSUMER GOODS BRANCH (SCG)

040 Office of Industrial Adjustment — General
045 Clothing Industry
050 Footwear Industry
055 Fur Industry
060 Textile Industry
065 Policy Development
290 Canadian Industrial Renewal Board
390 Service Industries — General
395 Construction Industry Development Council
400 Market Development
405 Industrial and Regional Development, Manufacturing, Processing and Resource Industries
560 Program ITC/DREE
561 Program DRIE
562 Food and Consumer Products — General
563 Animal Products
564 Fishery Products
565 Furniture Products
566 Grocery Products
567 Leisure Products
568 Plant Products

INFORMATION TECHNOLOGIES INDUSTRIES BRANCH (ITI)

554 Information Technologies Industry — General
556 Marketing
557 Program DRIE

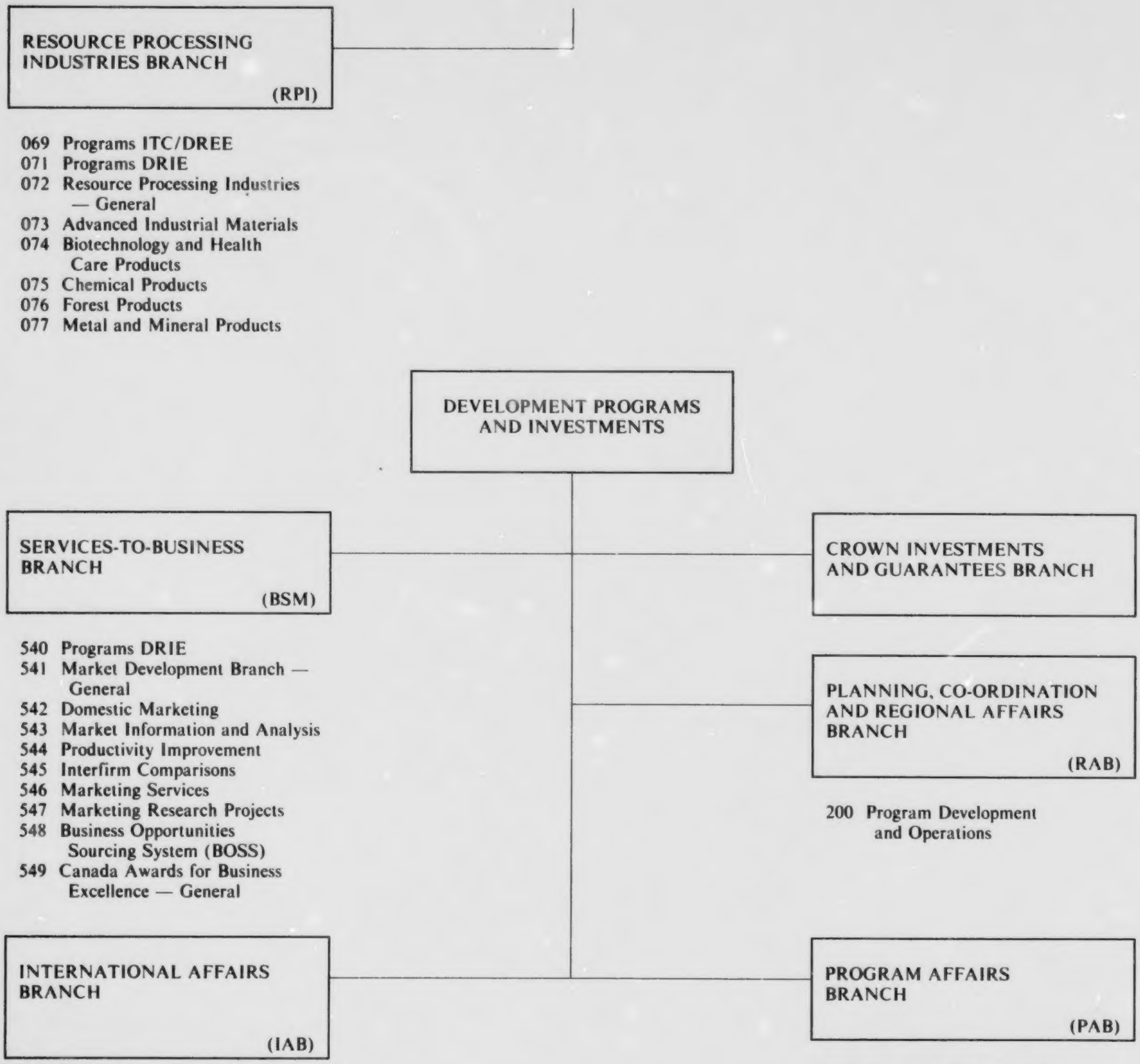
SPECIAL PROJECTS BRANCH (SPB)

175 Small Buisiness and Special Projects
180 Regional and Industrial Projects and Crown Investments — General
185 Crown Corporations and Investments
190 Major Projects
577 Special Projects Branch

PLANNING, CO-ORDINATION AND CONTROL BRANCH (PCI)

010 Programs ITC/DRIE
015 Programs DRIE
020 Policy, Planning and Analysis — General
025 Policy Development

REGIONAL INDUSTRIAL EXPANSION



RESOURCE PROCESSING INDUSTRIES BRANCH (RPI)

069 Programs ITC/DREE
071 Programs DRIE
072 Resource Processing Industries — General
073 Advanced Industrial Materials
074 Biotechnology and Health Care Products
075 Chemical Products
076 Forest Products
077 Metal and Mineral Products

DEVELOPMENT PROGRAMS AND INVESTMENTS

SERVICES-TO-BUSINESS BRANCH (BSM)

540 Programs DRIE
541 Market Development Branch — General
542 Domestic Marketing
543 Market Information and Analysis
544 Productivity Improvement
545 Interfirm Comparisons
546 Marketing Services
547 Marketing Research Projects
548 Business Opportunities Sourcing System (BOSS)
549 Canada Awards for Business Excellence — General

CROWN INVESTMENTS AND GUARANTEES BRANCH

PLANNING, CO-ORDINATION AND REGIONAL AFFAIRS BRANCH (RAB)

200 Program Development and Operations

INTERNATIONAL AFFAIRS BRANCH (IAB)

460 Operations — General
465 Programs ITC/DREE
470 Programs DRIE
584 International Affairs Branch
585 Investment and Technology
586 Trade Development Strategies
587 International Initiatives

PROGRAM AFFAIRS BRANCH (PAB)

578 Program Affairs Branch — General
579 Programs ITC/DREE
580 Programs DRIE

REGIONAL INDUSTRIAL EXPANSION

FINANCE, PERSONNEL AND ADMINISTRATION

ADMINISTRATIVE SERVICES BRANCH

(ASB)

901 Administration
902 Acts and Legislation
903 Administrative and Management Services
904 Co-operation and Liaison
905 Buildings and Properties
906 Buildings
907 Lands
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicles

ACCESS TO INFORMATION AND PRIVACY OFFICE

(ACC)

285 Access to Information and Privacy Office

COMPTROLLER'S BRANCH

(FOB)

280 Resource Management Branch — General
475 Comptroller's Office — General
480 Programs ITC/DRIE
485 Programs DRIE
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets

INFORMATION MANAGEMENT BRANCH

(IMB)

535 Data Management and Systems Development — General
536 Information Resource Management and Branch Co-ordination
537 User Services

HUMAN RESOURCES BRANCH

(HRB)

918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

POLICY

(PEV)

210 Policy — General
215 Relations with Business and Labour
220 Framework Policies
225 Short-Term Economic Analysis
230 Statistical and Database Services
235 Strategic Planning and Regional Policy
240 Structural Analysis
245 Trade Policy
250 Trade Development
255 Programs ITC/DREE
260 Programs DRIE

TOURISM

(TOU)

169 Programs DRIE
171 Tourism — General
172 Product Development
173 Marketing
174 Research

THE SENIOR DEPARTMENTAL
ADVISOR
ACCESS TO INFORMATION AND
PRIVACY OFFICE
FINANCE, PERSONNEL AND
ADMINISTRATION
DEPARTMENT OF REGIONAL
INDUSTRIAL EXPANSION
3rd FLOOR WEST, 235 QUEEN STREET
OTTAWA, ONTARIO
K1A 0H5

Chapter 93

REVENUE CANADA
CUSTOMS AND EXCISE

A. GENERAL INFORMATION

Historical Background

The Department of National Revenue was established under the provisions of the *Department of National Revenue Act*, R.S.C. 1985, chapter N-16. The Department consists of two components: Taxation, and Customs and Excise, each of which is headed by a deputy minister and operates administratively as an independent unit.

Responsibilities

The Customs and Excise division of the Department of National Revenue collects revenue on both imported and domestic goods and controls the movement of international travellers and product shipments of every description. Customs is concerned primarily with the control of people and goods across Canada's international boundaries, which comprise not only our frontier with the United States, but also international airports and other locations in Canada where Customs service is provided. The other main function of Customs is collecting revenue, mainly import duties and taxes, through the administration of the *Customs Act*, *Customs Tariff*, *Special Import Measures Act* and some 60 other Acts of Parliament that touch on matters as varied as illicit narcotics and firearms, animal diseases and fisheries protection.

Excise administers the *Excise Act*, the *Excise Tax Act* and the *Softwood Lumber Products Export Charge Act*. It is primarily concerned with the licensing of manufacturers and wholesalers; the collection of sales and excise taxes on domestic and imported goods; the regulatory control of breweries and distilleries; and the collection of excise duties on spirits, beer and tobacco.

The *Customs and Excise Offshore Application Act* extends Customs and Excise jurisdiction beyond 12 nautical miles to the outer edge of the continental shelf or to 200 nautical miles, whichever is greater. Its impact is limited to the offshore, non-living, natural resource industries. All equipment, ships, drilling vessels, etc. operating in the defined area are subject to Canadian customs and excise laws and regulations. Canadian manufacturers and suppliers to the offshore drilling rigs and related industries have the same tariff and other protection as exists on the mainland.

Legislation

- Customs Act
- Customs and Excise Offshore Application Act
- Customs Tariff
- Excise Act
- Excise Tax Act
- Softwood Lumber Products Export Charge Act
- Special Import Measures Act

Organizational Units and their Role

EXCISE

The Excise Branch administers the *Excise Act*, the *Excise Tax Act* and the *Softwood Lumber Products Export Charge Act*. The Branch is comprised of Headquarters and nine regional offices.

Excise Headquarters

Excise Headquarters researches, develops and evaluates legislative proposals, regulations and remission orders relating to the *Excise Act*, the *Excise Tax Act* and the *Softwood Lumber Products Export Charge Act*, and co-ordinates Excise litigation efforts as well as researching, analysing and developing plans and programs for the Excise Branch.

Headquarters also provides technical co-ordination and monitoring for quality control of all operational aspects of the Excise program. It is responsible for the licensing of firms under the *Excise Tax Act*, the *Excise Act* and the *Softwood Lumber Products Export Charge Act*, for determining the classification and value of goods to establish tax liability and for ensuring national uniformity in the interpretation of these Acts. Headquarters also provides operational policies, procedures and direction to the field staff who collect taxes and duties, approve claims for refunds, audit taxpayers' records and control the production of goods subject to excise duty. A Special Bureau in headquarters co-ordinates the investigation and prosecution of taxpayers who have deliberately failed to comply with the law. An Excise Gasoline Tax Refunds and Rebates Unit provides functional direction to field staff and processes applications for the excise gasoline tax refund and the fuel tax rebate. Headquarters also administers the Excise Branch national technical information program and maintains operational automated systems and the Branch performance measurement system.

A separate Appeals Directorate is accountable for the evaluation of Notices of Objection and the issuance of decisions under formally delegated authority of the Minister of National Revenue. These objections and decisions are related solely to the *Excise Tax Act* or the *Softwood Lumber Products Export Charge Act*.

Excise Regional Offices

The nine regional Excise offices perform the day-to-day administration of the *Excise Tax Act*, the *Excise Act* and the *Softwood Lumber Products Export Charge Act*. Each regional office contains tax interpretations, audit, duty, revenue accounting and collections units. These units perform licensee identifications and investigations, provide interpretation of the law, audit taxpayers' records, approve claims for refunds, collect and account for sales and excise taxes and excise duty, and supervise and control the production of beer, spirits and tobacco products.

REVENUE CANADA
CUSTOMS AND EXCISE

CUSTOMS

Customs is made up of the Customs Operations Branch and the Customs Programs Branch. Program Management and Support, and Program Development and Systems Maintenance are shared by these branches. Program Management and Support is responsible for management direction, planning, co-ordination and central administrative services for both branches. Program Development and Systems Maintenance is responsible for minimizing and resolving difficulties respecting equitable and responsive administration of Customs legislation and the legislation of other government institutions.

Customs Operations Branch

The Customs Operations Branch is responsible for developing and operating the systems and procedures relating to the assessment and collection of import duties and taxes, and the examination and release of goods, persons and vehicles entering Canada. It is also responsible for interpreting and administering all relevant legislative and administrative requirements related to the international movement of people, goods and conveyances at the point and time of entry or exit, including the application of relevant provisions of statutes and regulations on behalf of other departments and agencies. The Branch is composed of three directorates, together with ten Customs Regions, which implement the various programs.

The **Travellers and Enforcement Directorate**, located in Ottawa, is responsible for policy development and administration in all operational areas other than commercial. It is also responsible for the effective resolution of field operational problems that cross functional lines and for co-ordinating and administering a variety of personnel and administrative issues. It co-ordinates specialized intelligence and investigation activities to ensure compliance with Customs and Excise legislation and related laws governing the international movement of people, goods and conveyances.

The **Planning and Budgeting Division** is responsible for establishing branch-level procedures, co-ordinating input, and analyzing all Customs Operations Branch planning and budgeting processes. This includes performance measurement, system reporting and analysis, all planning and related variance reporting, maintenance of the Branch Management Information System (G-11), public accounts, budget preparation and expenditure analysis, and field resource review (person years and $).

The **Commercial Operations Directorate** is accountable for the development of legislation, policy, programs, processes, guidelines and procedures which govern and support the administration and control of all Customs commercial operational activities across Canada. It is responsible for the design, development, testing and implementation of major Customs automated and non-automated systems; for the development of an integrated overall Customs system development plan; for the development of an overall automation strategy for the future development of Customs-related systems; for the effectiveness of such policy, systems and legislative change; for the effective evaluation of policy and systems; for the continued operational integrity of all existing Customs automated systems; for the licensing of Customs house brokers, duty free shops, carriers and sufferance warehouses; and for the provision of interpretation and guidance services to the field and the private sector respecting the above legislation, policies, programs, processes, systems and procedures and the monitoring of their execution.

The ten **Customs Regions** implement the various programs developed to control the international movement of people, goods and conveyances. They also provide a direct and convenient local contact for the public and business communities in providing the full range of customs services. Regional offices are located in Halifax, Quebec City, Montreal, Ottawa, Toronto, Hamilton, Windsor, Winnipeg, Calgary and Vancouver.

Customs Programs Branch

Customs Programs is responsible for interpreting the customs laws, particularly for the classification of goods for tariff purposes and the determination of value for duty. Major responsibilities include investigating allegations of dumping, subsidization and undervaluation of imports, processing appeals made to the Deputy Minister, adjudicating seizures and providing advice to the public in response to enquiries. It is divided into five divisions.

The **Tariff Programs Division** is responsible for the development of national policies, systems and procedures concerning tariff classification, tariff status, origin determination and duties relief. This includes administrative policy, systems and procedures on the tariff itself, individual tariff items (except returning Canadians and settlers), the Made-in-Canada system, the Canada-U.S. Free Trade Agreement, the end-use system, prohibited importations (except firearms), the refunds system, drawbacks and remissions. Legislation administered includes the Customs Tariff (except the provision for subsidized goods and surtax) and the schedules thereto, the appeal provisions of the *Customs Act*, other provisions of the *Customs Act* relating to drawbacks and measures associated with the relief from duties found in Part II of the Customs Tariff, including customs duties reductions, home consumption drawbacks, machinery and equipment, inward processing, goods imported and subsequently exported, Canadian goods abroad, and obsolete or surplus goods. The Division is also responsible for administrative policy, systems and procedures in respect of the appeal provisions in the *Customs Act* and for the processing and settlement of appeals in respect to tariff classification, tariff status, origin and tariff relief matters. It is divided into eight directorates: Tariff Policy and Nomenclature Development, Primary Industries, Electrical and Electronic Products, Transportation and Specialty Products, Prohibited Importations, Duties Relief Programs, Administrative and Technical Services and Origin Determination.

The **Assessment Programs Division** is responsible for the administration of the Department's anti-dumping, countervail and surtax programs This concurrent administration largely involves the conduct of investigations relating to imported goods, the assessment of applicable duties and the processing of statutory appeals from decisions relating to such duties. The Division is comprised of two major functional areas: Analysis, Investigations, Enforcement and Appeals, and Policy and Administration. It is divided into four directorates: Textiles and Consumer Products; Primary Industries; Machinery, Transportation and Electrical Products; and Policy and Administration.

The **Valuation Division** is the functional authority of, and is responsible for, the administration of the valuation provisions of the *Customs Act*. The Division reviews the value for duty of imported goods, ensures that duties are assessed, and processes statutory appeals of departmental decisions on the value for duty. The Division provides functional guidance and support to regional customs offices in the performance of their operational valuation work. The Division is comprised of three areas: a Review Group, a Policy Group and an Audit Group.

The **Adjudications Division** is responsible for ensuring that the forfeiture provision of the *Customs Act* are applied in a uniform and equitable manner across Canada; that the public is afforded a high degree of protection from unnecessary seizure action; that a claimant is given the opportunity to make representations pursuant to section 130 of the *Customs Act* and that decisions rendered under section 131 of the *Customs Act* are in accordance with law, equity and jurisprudence and are defensible before the Federal Court. The Division is responsible for initiating collection of unpaid assessments when a debt has been established in the Federal Court.

The **Legislative Affairs Division** is responsible for the development and maintenance of customs legislation and related regulations as well as for reviewing and analysing legislation sponsored by other government departments and agencies which relates to Customs regulations and policies. The Division also provides advisory and evaluative services to branch managers concerning the legislative implication of prepared programs and policies. It also co-ordinates the departmental submissions to the annual Regulatory Plan as part of the Regulatory Process Action Plan.

The **Management Systems and Service Division** is responsible for branch planning, administrative support, co-ordination and management systems development.

SERVICES

Corporate Management Branch

The Assistant Deputy Minister, Corporate Management Branch, is the departmental comptroller for Customs and Excise. The integration of operational planning and control with financial planning and control provides a single focus and authority for the management control and management support processes. It also provides a cohesive approach to the management of departmental affairs, a single point of direction and authority for the establishment of corporate plans, and a focal point for the determination of priorities and resource allocations. It is responsible for the executive direction in the following areas: financial administration, planning, performance measurement, information management, performance/operational analysis, contracting, all aspects of electronic data processing, assets management, laboratory and scientific research and analysis, and all aspects of general administration.

The **Systems Planning and Development Directorate** provides all areas of the Department with functional support and advice in the planning, development, maintenance and operations of automated systems. The Directorate currently operates a large-scale IBM-compatible mainframe facility, operating under Facilities Management, linked to some 2100 terminals across Canada. In addition, the Directorate develops and administers departmental policies and standards governing the use of some 1200 microcomputers deployed throughout the Department.

The **Corporate Planning Directorate** has full responsibility for the co-ordination and development of the departmental strategic, operational and budget year plans as well as for the development and implementation of related policies, systems and guidelines. It is responsible for the provision of functional direction to other organizational units of the Department in the production of their input to corporate plans. It is responsible for assessing performance against plans and for reporting performance results to management. It is also responsible for implementing Increased Ministerial Authorities and Accountabilities, for improving management practices, and for providing administrative and analytical support to the Priorities Committee.

The **Finance Directorate** is responsible for developing and implementing departmental financial policies and procedures, for developing policy and guidelines concerning revenues, expenditures, accounts receivable and deletion of debts, and for directing the operation and control of budgeting, accounting, and financial reporting operations. It is also responsible for developing, publishing and maintaining the *Departmental Financial Management Manual* for monitoring the effectiveness of financial operations and for reporting in public accounts.

The **Laboratory and Scientific Services Directorate** is responsible for the provision, on a Department-wide basis, of analytical and scientific advisory services with respect to imported industrial products, domestic goods subject to excise duties, and technical terminology of legislation and international trade nomenclature systems. It is also responsible for research and development into new scientific equipment, methodology and contraband detection systems; and functional direction, advice and support services in the acquisition of laboratory and scientific services.

The **Administration Directorate** is responsible for the planning, managing and controlling of administrative programs such as the departmental portfolio of administrative and operational records, as well as the departmental directives, forms, security, emergency planning and library services.

The **Capital Assets Programs Directorate** is responsible for the integrated management of the Department's total Capital Assets base, including real property, furniture and furnishings, equipment and machinery, motor vehicles, EDP, radio, and laboratory and scientific equipment. It is also responsible for providing a functional control over, and engineering support to, all departmental radio communications and voice telecommunication systems, and for the procurement of goods and services.

Personnel Administration Branch

The **Director General** is responsible for providing management direction to all the components of the Personnel Administration elements.

The **Staffing Division** is responsible for providing all levels of management with staffing service and functional advice on all aspects of the staffing function so as to ensure that highly competent employees are selected and recruited effectively and efficiently. It is also responsible for monitoring the administration of staffing delegation throughout the Department so as to ensure that operational needs are met and that the integrity of the *Public Service Employment Act*, Central Agency requirements, and departmental policies and priorities are respected.

The **Planning and Program Development Division** is responsible for providing departmental management, at all levels, with advice and assistance concerning human resources planning and employment equity programs to encourage active management commitment to, and support of, objectives geared to increase the participation and representation of special-interest groups. It also maintains a personnel data system. The Division co-ordinates the application of departmental management systems within the Personnel Administration Branch (such as planning, performance measurement and financial systems). It provides national co-ordination and headquarters service for the Employee Assistance Program.

The **Staff Relations Division** is responsible for providing departmental management, at all levels, with advice and assistance concerning the application and interpretation of collective agreements, the principles and procedures for handling grievances, the union-management meeting process and the areas of discipline, managerial and confidential exclusions, designation, health and safety, and pay and benefits. It provides pay and benefits service to headquarters' employees. It also administers long-service and incentive awards.

The **Customs and Excise College** provides both centralized and decentralized training and development for departmental human resources in response to training needs identified in the Departmental

Training Plan. The College is an active participant in the international training environment.

The **Official Languages Division** is responsible for developing and monitoring official languages policies, systems and procedures; for investigating and resolving all public and employee complaints dealing with the implementation of the Official Languages Program; for providing functional direction, guidance and support services to departmental managers and employees; and for reviewing and authorizing the language requirements of positions and payment of the bilingualism bonus. It is also responsible for co-ordinating and providing language training and language testing services; controlling the use of translation services and providing linguistic services such as text revision and writing assistance.

The **Organization and Classification Division** is responsible for providing management at all levels directly, or through functional direction of regional specialists, with classification services for those groups and levels delegated to the Department. It also advises management and liaises with the Central Agency in respect to those groups and levels not delegated to the Department. It provides a direct classification service, for senior regional positions and all positions in those regions lacking an accredited officer, to classify and review all national jobs (approximately one-half of the Department's positions). It also provides management at all levels with an organization-design consulting service, advice and assistance in the preparation of all organizational change submissions, and advice to senior management in the appropriateness of proposed organizational changes to ensure sound organizational structuring and effective monitoring of same while respecting the departmental organization philosophy, policies, principles and practices.

Audit and Evaluation Branch

The Branch is responsible for conducting periodic independent and objective audits and evaluations for the Deputy Minister on all aspects of departmental endeavour, and for making recommendations to management on the activities reviewed. Program Evaluation assesses program components to determine the adequacy of their objectives and design, and their results, both intended and unintended. Audit assesses the efficiency, economy and effectiveness of internal management policies, practices and controls.

The Branch has three operational audit divisions executing comprehensive audits and a program evaluation division executing evaluations. In addition, a fifth division is engaged in research and development to improve audit techniques and provide branch administrative services.

Communications Branch

The Communications Branch is responsible for the planning and implementation of communications for Customs and Excise. The Branch provides the Department's publics with information in French and English to ensure their ability to voluntarily comply with regulations. In addition, throughout the development and implementation of policies, programs and projects, it maintains an active communications consultative process with client branches, other government departments and various publics. Communications specialists provide consulting services in support of departmental activities in the area of media relations, publishing, audio-visuals, exhibits, speechwriting and advertising. The Branch publishes information brochures such as "I Declare", several traveller series pamphlets, and a variety of specialty topic brochures. It also publishes the Department's internal newsletter "Contact".

Departmental and International Affairs

The Departmental and International Affairs Division operates in direct support of the Minister and the Deputy Minister. It uses its co-ordinating abilities to help provide more efficient management of the Department's internal and international affairs and to facilitate communications with the public, members of Parliament, parliamentary committees and other government agencies.

Some of the major duties of Departmental Affairs include administration of the *Access to Information Act* and the *Privacy Act*; the preparation of briefs for the Minister; control, review and analysis of Cabinet documents, Orders-in-Council, and Treasury Board submissions; preparation of replies to parliamentary questions and motions; control and monitoring of ministerial and deputy-ministerial correspondence; and assurance of an accurate flow of timely information to the Minister on public issues.

International Affairs acts as liaison between the Department and international organizations specializing in comparative studies of administrative and technical questions related to Customs; co-ordinates the Department's participation in the international organizations; ensures a co-ordinated approach to international matters relating to such areas as GATT and the Customs Co-operation Council (for which Canada has been elected regional representative of countries of the western hemisphere) and other international conferences and meetings; develops and implements bilateral and multilateral Customs agreements among the different countries, and administers the Department's visits and external contacts policies.

Manuals

(Excise Branch)
- Audit Manual — Excise Audit
- Excise Collections Policy and Procedures Manual
- Excise Duty Policy and Procedures Manual
- Excise Fuel Tax Rebates Field Procedures Manual
- Excise Fuel Tax Rebates Headquarters Operations Procedures Manual
- Excise Gasoline Tax Refunds Field Procedures Manual
- Excise Gasoline Tax Refunds Headquarters Operations Procedures Manual
- Excise Licensing Policy and Procedures Manual
- Excise Revenue Accounting Policy and Procedures Manual
- Litigation Procedural Manual
- Policy and Procedures Manual — Special Bureau, Excise
- Tax Interpretations Procedures Manual

(Customs Operations Branch)
- Automated Intelligence Customs Service — Reference Manual
- CADEX Participants Requirements Document
- Customs Commercial System (CCS) User Manual
- Customs Enforcement Manual
- CCS Contingency Manual
- CCS Functional Specifications
- Intelligence Officers' Manual
- Intelligence Officers' Training Manual (Basic Course)
- Postal Import Control Systems (PICS) User Manual
- PICS Contingency Manual
- PICS Functional Specifications

(Customs Programs Branch)
- Assessment Programs Manual, Parts I-IV
- Departmental Consolidation of the Customs Tariff
- Drawback Officers Manual
- Headquarters' Procedures Manual

REVENUE CANADA
CUSTOMS AND EXCISE

- Post Audit Procedures Manual
- Refunds Manual
- Regional Customs Valuation Procedures Manual
- United States Tariff Treatment Procedures Manual

(Corporate Management Branch)
- Canadian System of Alcoholometry and Tables
- Corporate Policy Handbook
- Departmental Administrative Management Manual
- Departmental Financial Management Manual
- Statement of Operating Principles

(Personnel Administration Branch)
- Departmental Personnel Manual
- Personnel Pay Input Manual
- Treasury Board Personnel Management Manual

(Audit and Evaluation Branch)
- Internal Auditor's Manual
- Program Evaluation Manual

Additional Information

Requests for news releases and general information on departmental policies, programs and activities, including publications (annual reports), should be directed to:

Communications Branch
Revenue Canada
Customs and Excise
Ottawa, Ontario
K1A 0L5
(613) 957-9200

General Enquiries: (613) 957-0275

Media Relations: (613) 957-0279

Legal Counsel: (613) 954-6281

Local, district and regional Customs and Excise offices provide assistance and answer questions relating to Customs and Excise matters in person, by telephone, and by correspondence.

B. CLASSES OF RECORDS

Access Procedures

All formal requests for information under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Revenue Canada, Customs and Excise
7th Floor, Connaught Building
Mackenzie Avenue
Ottawa, Ontario
K1A 0L5
(613) 957-8507

Access to information requests and general information enquiries may be directed to any of the regional co-ordinators.

Regional Co-ordinators (Excise)

Atlantic

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
6169 Quinpool Road, Suite 200
P.O. Box 1658
Halifax, Nova Scotia
B3J 2Z8
(902) 426-8437

Quebec

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
410 Charest Boulevard East, 7th Floor
P.O. Box 2117
Quebec, Quebec
G1K 7M9
(418) 648-4614

Montreal

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
400 Youville Square, 7th Floor
P.O. Box 6092, Station A
Montreal, Quebec
H3C 3H3
(514) 283-2519

Ottawa

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
360 Conventry Road
P.O. Box 8257
Ottawa, Ontario
K1G 3H7
(613) 991-0460

Toronto

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
25 St. Clair Avenue East, 4th Floor
P.O. Box 100, Station Q
Toronto, Ontario
M4T 2L7
(416) 973-8400

REVENUE CANADA
CUSTOMS AND EXCISE

London

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Dominion Public Building, 3rd Floor
457 Richmond Street
P.O. Box 5548
London, Ontario
N6A 4R3
(519) 645-4145

Central

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
391 York Avenue, 4th Floor
P.O. Box 1022
Winnipeg, Manitoba
R3C 2W2
(204) 983-5502

Alberta

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Harry Hays Building, Room 470
220 Fourth Avenue Southeast
P.O. Box 2525, Station M
Calgary, Alberta
T2P 3B7
(403) 292-5684

Pacific

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
4664 Lougheed Highway
Burnaby, British Columbia
V5C 6C2
(604) 666-2759

Regional Co-ordinators (Customs)

Atlantic

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Halifax South Postal Station
6169 Quinpool Road
P.O. Box 3080
Halifax, Nova Scotia
B3J 3G6
(902) 426-8594

Quebec

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
130 Dalhousie Street
P.O. Box 2267
Quebec, Quebec
G1K 7P6
(418) 648-3089

Montreal

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
400 Youville Square, 6th Floor
Montreal, Quebec
H2Z 2C2
(514) 283-7721

Ottawa

Regional Access Co-ordinator
Revenue Canada, Customs and Excise
360 Conventry Road
P.O.Box 8257
Ottawa, Ontario
K1K 2C6
(613) 991-0587

Toronto

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
3rd Floor, Federal Building
1 Front Street
P.O. Box 10, Station A
Toronto, Ontario
M5W 1A3
(416) 973-8190

Hamilton

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
10 John Street South
P.O. Box 2989
Hamilton, Ontario
L8N 3V8
(416) 572-2817

London

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
451 Talbot Street
P.O. Box 5940, Terminal A
London, Ontario
N6A 4T9
(519) 645-5122

Southwestern Ontario

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
185 Ouelette Avenue
Windsor, Ontario
N9A 4H8
(519) 973-8502

Central

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
Federal Building
269 Main Street
Winnipeg, Manitoba
R3C 1B3
(204) 983-3772

REVENUE CANADA CUSTOMS AND EXCISE

Alberta

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
200 Fourth Avenue, Southeast, Room 730
P.O.Box 2910
Calgary, Alberta
T2P 2M7
(403) 292-4615

Pacific

*Regional Access Co-ordinator
Revenue Canada, Customs and Excise
1001 West Pender Street
Vancouver, British Columbia
V6E 2M8
(604) 666-0457

*These offices have regional public reading rooms.

Reading Room

In accordance with section 71 of the *Access to Information Act*, several areas on the premises of this institution have been designated reading rooms where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. Reading rooms can be found in the addresses preceded by an asterisk in the list of Regional Co-ordinators (above) and at these locations:

Customs and Excise Library
Connaught Building, 2nd Floor
Mackenzie Avenue
Ottawa, Ontario

Revenue Canada, Customs and Excise
Sir Humphrey Gilbert Building
165 Duckworth Street
St. John's, Newfoundland

Revenue Canada, Customs and Excise
Federal Building
97 Queen Street
Charlottetown, Prince Edward Island

Revenue Canada, Customs and Excise
89 Prince William Street
St. John, New Brunswick

Revenue Canada, Customs and Excise
10709 Jasper Avenue, Room 312
Edmonton, Alberta

Revenue Canada, Customs and Excise
816 Government Street, Room 107
Victoria, British Columbia

Classes of Records

RCC/EPE-005
Interpretation Casework
Description: Information and research on complex tax rulings, cases referred by the regional offices and the taxpaying public, and questions resulting from legislative policy changes, such as budget resolutions and Ways and Means motions. *Topics:* General correspondence from taxpayers, Customs brokers, consultants and representative industries on specific tax rulings by commodity subject, e.g., transportation equipment, aircraft, foodstuffs, fuel, electricity. *Retrievability:* Filed by subject number.

RCC/EPE-010
National Uniformity
Description: Information on the monitoring and quality control of tax interpretation rulings, import entries and other tax information issued by the field. *Topics:* Ruling Card Index — developed from worksheets and copies of rulings from field offices. Rulings issued from field offices and monitored by quality control. *Retrievability:* Cards and copies of rulings filed by commodity code.

RCC/EPE-015
Fair Price and Values Surveys
Description: Information on investigations of individual companies for tax values for fair price purposes, and survey reports on marketing or pricing of various industries. *Topics:* Values for tax; computation of tax; specific company files; specific commodities such as lumber, truck bodies, wines, background information on fair prices. *Retrievability:* Filed by subject number and company name.

RCC/EPE-020
Field Development
Description: Information on branch training initiatives and programs relative to tax interpretations, for both tax interpretations officers and auditors in the field and at headquarters. *Topics:* Work standards; casework procedures; licence investigation procedures; classification factors. *Retrievability:* Filed by subject.

RCC/EPE-025
Licensing
Description: Information on taxpayers under the *Excise Tax Act* and the *Excise Act* from data received from the Excise regional offices. *Topics:* Licensee accounts from the regions: new accounts, changes, transfers, cancellations, reversals. *Retrievability:* Recoverable directly from the on-line system.

RCC/EPE-030
Information Preparation
Description: Information on the taxable status of goods, persons, institutions and others; and general enquiries from the taxpaying public, chartered accountants, associations and individuals. *Topics:* Taxable status of construction materials, equipment for buildings, construction equipment, health goods, processing materials, public hospitals, certified public institutions, municipalities; farm dealership arrangements; farm goods. *Retrievability:* Cases filed by product, province and name.

RCC/EPE-035
Rulings
Description: Information on the eligibility of companies or commodities for exemption from sales or excise taxes and duties; eligibility for refund in the form of rulings — precedent and policy setting; and Tariff Board decisions under such fields as manufacturers and producers, values for tax, refunds, conditional exemptions, containers and coverings, clothing and footwear, and other general commodity headings. *Topics:* Rulings (Automated Ruling Information System (RISE) and card file); automated index to the Excise Tax Information System (ETIS); background research from regions (work-sheets).

RCC/EPE-040
Excise Collections and Revenue Accounting
Description: Information on the development of policies and procedures for collection of duties and taxes; taxpayer accounts,

accounting procedures, statistical information for inclusion in annual reports, and up-to-date reports of daily and monthly revenues collected for the branch. *Topics:* Policy and procedures — legal, quality assurance, uncollectables; outstanding arrears, failure to file, gross and net receivables reported on the Analysis of Accounts Receivable form and on the Revenue Statistics and Supplementary Information form; daily revenue collections by revenue code reported monthly by regions on the Domestic Excise Collections form; excise duty report submitted monthly by each region on a monthly Excise Duty form and quarterly reports filed on the Excise Duty Entry form. *Retrievability:* Ledger cards on debit and credits of taxpayer accounts are filed at the appropriate regional office by company.

RCC/EPE-045

Excise Audit

Description: Information on the auditing of taxpayers' records, including audit reports, audit statistics, audit EDP programs, practices and methods, taxpayer inquiries and departmental operating procedures and policies. *Topics:* Policy directives to the regions; commodity coding; refunds; investigations; audit reports; licensee accounts and disputed assessments; duty audit programs on distilleries, breweries, wineries, bonded warehouses. *Retrievability:* Filed by subject number.

RCC/EPE-050

Refund Claims — Excise Gasoline Tax

Description: Information on the processing and tracing of applications and cheques for refund of the Excise Tax on gasoline: data and statistical collection. *Topics:* Reviewing of refund applications: automated data on claimant history, status of claims and cheque issuance; Gasoline Excise Tax System, (claimant identification microfiche system); Gasoline Rejects Automated Control Environment. *Retrievability:* The applications are on microfilm while the originals are filed in National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-055

Rebate Claims — Fuel Tax Rebate

Description: Information on the processing and tracing of applications and cheques for rebate of the fuel tax on gasoline or diesel fuel: data and statistical collection. *Topics:* Reviewing of rebate applications: automated data on claimant history, status of claims and cheque issuance; Fuel Tax System (claimant identification microfiche system); Fuel Tax Rejects Automated Control Environment. *Retrievability:* The applications are on microfilm while the originals are filed in the National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-060

Sales Tax Bulk Permits — Fuel Tax Rebate

Description: Information on the processing and tracing of applications for sales tax bulk permits for the fuel tax rebate program: data and statistical collection. *Topics:* Reviewing of permit applications: automated data on status of application and permit number when issued. (Sales tax bulk permit claimant identification microfiche system). *Retrievability:* The applications are on microfilm while the originals are filed in the National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-065

Registered Vendors' Certificates — Fuel Tax Rebate

Description: Information on the processing and tracing of applications for registered vendors' certificates for the fuel tax rebate program: data and statistical collection. *Topics:* Reviewing of rebate applications for registered vendors' certificates: automated data on status of application and certificate number when issued. (Registered Vendor's Certificate claimant identification microfiche system). *Retrievability:* The applications are on microfilm while the originals are filed in the National Archives of Canada by locator number; correspondence requesting status or resulting in tracing action is held on claimant's file, filed alphabetically by name.

RCC/EPE-070

Investigations — Special Bureau

Description: Information on investigations into cases of taxpayer fraud or evasion. *Topics:* Schedules of audits, narrative reports on investigation cases, prosecutions and proceedings. *Retrievability:* Cases are filed numerically and cross-indexed by name of company.

RCC/EPE-075

Excise Duty

Description: Information on the monitoring of licensees liable for excise duties under the *Excise Act;* the application of excise duty on alcohol, tobacco and tobacco products; warehousing of these products; the control of chemical stills; the application of alcoholometry; bonding of manufacturers; licensee information. *Topics:* Excise duty — general; alcohol and by-products; denatured alcohol; alcohol for fuel; beer and breweries; bonds; bonded carriers; distilleries; drawbacks and refunds of excise duty; druggists; exports; licences and permits; manufacturers in-bond; monitoring; samples for analysis; special Excise services charges; statistics; chemical stills; tobacco manufacturing; warehousing; weighing and measuring devices; wine and brandy; and labels for approval. *Retrievability:* Case files for breweries, distilleries and wineries, filed alphabetically by company.

RCC/EPE-080

Legislation

Description: Information on aspects of existing or prepared legislation. *Topics:* Research, correspondence and recommendations relating to amendments to the *Excise Tax Act*, the *Excise Act*, and the *Softwood Lumber Products Export Charge Act*. *Retrievability:* Filed by subject.

RCC/EPE-085

Regulations and Remissions

Description: Information on the development and amendment of regulations under the *Excise Tax Act*, the *Excise Act* and the *Softwood Lumber Products Export Charge Act*, and recommendations on requests for remission of sales and excise taxes and excise duty. *Topics:* Research, correspondence and recommendations on such regulations and remissions as the Air Transportation Tax Regulations, Construction Materials Sales Tax Regulations, Small Manufacturers or Producers Exemption Regulations, Farmers' Gasoline and Diesel Fuel Remission Order, Spirit Destruction Remission Order, etc. *Retrievability:* Filed by subject.

RCC/EPE-090

Tax Strategy — Appeals and Adjudications

Description: Information on the preparation of the departmental position in Canadian International Trade Tribunal appeals and court cases. *Topics:* Correspondence that prompted an appeal; departmental position reports; Tariff Board appeals; CITT appeals; Federal Court cases; and research studies. *Retrievability:* Filed by subject and appeal number.

RCC/EPE-095
Excise Planning
Description: Information on branch workplan development, workforce planning submissions to personnel and other branch planning projects. *Topics:* Multi-year operational plan; branch operational plan; branch program plan (Strategic Planning Submission); branch equal opportunity for women plan; and resource analysis and review.

RCC/EPE-101
Diplomatic Exemptions
Description: Information on exemptions accorded to foreign diplomats and other representatives in Canada. *Topics:* Diplomats and consular and other representatives, visiting armed forces, International Civil Aviation Organization. *Retrievability:* Filed by country.

RCC/EPE-105
Performance Measurement Systems
Description: Information on performance measurement for each region; national reporting. *Topics:* Excise Branch report, national summary of Performance Measurement System and general correspondence on Performance Measurement System; assistant deputy minister's briefing book studies.

RCC/EPE-110
Collections (Regional)
Description: Information on the implementation of departmental policies and procedures for collection of duties and taxes, specific taxpayer accounts, statistical information for inclusion in annual reports and refunds of taxes paid. *Topics:* Collections made; internal instructions; debits and credits by taxpayer name statistical files — outstanding arrears; fiscal year reports; summary of trial balances. *Retrievability:* Cases filed by licensee company name.

RCC/EPE-115
Duty (Regional)
Description: Information on monitoring and auditing of licensees liable for excise duties under the *Excise Act* including licensee information, implementation of departmental operating procedures and directives under topics such as breweries, wineries, bonded warehouses, distilleries, and tobacco. *Topics:* Tax rulings; licensing status; statement of production; monthly return of excise duty and monthly return of licensed bonded manufacturers; annual inventory of chemical stills; general correspondence. *Retrievability:* Filed by licensee company name.

RCC/EPE-120
Tax Interpretations (Regional)
Description: Information on tax rulings issued in response to licensee requests. *Topics:* Taxable status of commodities; tax rulings letters; general correspondence. *Retrievability:* Filed by licensee company name.

RCC/EPE-125
Audit (Regional)
Description: Information on the audit of taxpayers' books and records, compiling audit reports, implementing departmental operating procedures and policies, and providing audit information in response to taxpayers' requests and needs. *Topics:* Assessments and determinations; purchases; goods jobbed; goods manufactured; sales and marketing practices; audit reports; third-party demands; general correspondence. *Retrievability:* Cases filed by licensee and/or refund applicant's name.

RCC/EPE-130
Licensing (Regional)
Description: Information on the licensing of taxpayers under the *Excise Tax Act* and *Excise Act*. *Topics:* Tombstone data; licence application forms; credits owing; arrears; cancelled accounts; transfers; reversals; uncollectables; account numbers assigned; and information about licensee operations. *Retrievability:* Filed by company on computer tape.

RCC/EPE-131
Objections to Assessments and Refund Determinations
Description: Formal requests under the *Excise Tax Act* for reconsideration of assessments and disallowances of refund claims; supporting evidence and rationale for decisions. *Topics:* Notices of Objection, with related correspondence; Notices of Assessment and Notices of Determination with supporting papers; reports of Tariff Board and court decisions; research studies; rationale for decisions and Notices of Decision. *Retrievability:* Filed by objection number; recorded on computer disc by number and name of company or person.

RCC/EPE-132
Revenue Accounting (Regional)
Description: Information system pertaining to tax paid and/or outstanding, specific taxpayer accounts, accounting procedures and periods, statistical information for inclusion in monthly, quarterly and annual reports. *Topics:* Debits and credits by taxpayer name, tax posted by taxpayer name, federal sales and excise tax returns (completed). *Retrievability:* Ledger cards on debits and credits filed by taxpayer name, history of tax returns completed.

RCC/CPE-135
Regional Field Operations
Description: Information on the application of the programs, developed by the headquarters directorates, that pertain to the control of the international movement of people, goods and conveyances; the collection of revenue; entry examination and control; detection of smuggling; operation of warehouses; control of the operation of all modes of transport; and the primary inspection of services at all ports and outposts. *Topics:* Transportation documents on all modes of bonded carriers — their manifests, special conditions such as diversions, temporary entry, freight forwarding; cargo, carrier and warehouse control; seizure reports; powers of attorney; uncollectables — records of individuals, firms; Carrier Penalty Assessments; temporary entries; ships' registries; investigation case files; detention orders; cultural properties — export permits; and commodity code rulings complaints. *Retrievability:* Bonded carriers are filed by mode of transport and alphabetically by company; warehouses are filed alphabetically by name and location; Customs House Brokers are filed alphabetically by name and cross-referenced by an assigned control number. *Special Access Note:* The written part of the Customs House Brokers examination is sent to headquarters for marking and retention. A more complete file on each warehouse is retained in each region.

RCC/CPE-140

Regional Drawbacks, Refunds and Remissions

Description: Information on remitting or adjusting duties and taxes by means of the drawbacks, refunds, and remissions process, in accordance with the programs developed by the Duties Relief Division; conducting audits used to verify the use of goods, and the volume of goods re-exported in order to establish eligibility for Inward Processing Remissions. *Topics:* Surveys on specific industries pertaining to current manufacturing and marketing practices; background information required by the Interdepartmental Remission Committee; standing remissions orders; policies and directives on drawbacks, refunds, remissions, diversions, temporary entries, Canadian goods abroad, home consumption. *Retrievability:* Claim forms requesting drawbacks, refunds or remissions, filed by claim number at each regional office.

RCC/CPE-145

Regional Tariff Programs and Appraisal

Description: Information on the actual application of the various programs under the Tariff Programs and Assessment Programs directorates in areas such as tariff classification, Made-in-Canada status, value for duty, anti-dumping provisions, ruling enforcement and import surveillance. *Topics:* Correspondence with importers, exporters, brokers and other clients who are requesting a ruling or final decision regarding the tariff classification or Made-in-Canada status of imported goods, and the value for duty of used goods; the enforcement of valuation rulings or anti-dumping provisions by monitoring all import entries for compliance with existing rulings and to verify the amount of duty and taxes that should have been collected. *Retrievability:* All entries are filed numerically. Correspondence filed by tariff item number, subject and commodity, or subject and name of importer or exporter at each regional office.

RCC/CPE-150

Audits and Investigations

Description: Information on audits and investigations into possible, alleged or known infractions against the *Customs Act* and other related Acts. *Topics:* Schedule of audits; narrative reports on investigation cases; co-operation and liaison with foreign customs agencies; enforcement; infractions and penalties; prosecutions and proceedings; sales and excise tax; seizures; tariff; vehicles and permits; assaults; and statistics. *Retrievability:* Investigation case files are filed numerically and cross-indexed by name of individual or company.

RCC/CPE-155

Customs Intelligence Data

Description: Information pertaining to the exchange of data among countries and Customs administrations. Production of intelligence relating to the detection and successful interdiction of actual and potential Customs violations. *Topics*: Offence-related data; profiles of individuals, companies, and organizations considered to be high-risk Customs offenders; information on past infractions by companies or persons; suspect files of individuals or companies; commodity data pertaining to goods likely to be smuggled; methods of concealment, modus operandi of the smuggler, routing; demographics of smugglers, etc. *Retrievability*: All data can be retrieved via printouts matching various selected fields or search of file material. Individual names, company names, addresses and telephone numbers can be the subject of search criteria. All fields can be sorted according to the data (i.e. alphabetically or numerically).

RCC/CPE-160

Resource Analysis, Planning and Administration

Description: Information on the management of field resources, branch planning and administrative functions. *Topics:* Personnel; finance; accommodations; branch planning activities.

RCC/CPE-166 *Formerly identified as:* RCC/CPE-165

Port Administration

Description: Information concerning the opening and closing of customs offices, hours of service, types of service offered, customs facilities, the appointment of Acting Customs and Excise Enforcement Officers, Operational Compliance Check System (OCCS), public complaints, Uniform Program and programs related to the collection of outstanding accounts. *Topics:* Port Administration — general; policy development; interbranch and interdepartmental co-ordination; monitoring; operations and procedures; training; operational complaints. *Retrievability:* Files are arranged by subject matter and by file name of Customs office.

RCC/CPG-170

Rulings and Appeals

Description: Information on the determination of tariff classification and the investigation of appeals under various major industry fields such as animal and vegetable products; chemicals, plastics and allied products; wood and paper products; mineral, glass, stone and metal products; textiles, leather and clothing products; health and education products; toys and sporting goods; specialty products; machinery and electrical products, motor and other vehicles, ships and aircraft products. *Topics:* Correspondence used in determining and issuing advice on classification or tariff relief matters; appeal documents; entries; Canadian International Trade Tribunal cases; court cases; Deputy Minister's decisions. *Retrievability:* Files are arranged by harmonized system subheading number.

RCC/CPG-175

Made-in-Canada

Description: Information on tariff surveys and studies respecting Made-in-Canada legislation on imported goods in light of changing trade patterns, technological developments, and evolving manufacturing processes. *Topics:* Made-in-Canada inquiries; reports; studies on the status of imported goods under the major industrial headings (machinery, textiles, metals).

RCC/CPG-180

Rules of Origin

Description: Information on the determination of tariff treatment in accordance with the Canadian rules-of-origin regulations and trade agreements (the Canada-U.S. Free Trade Agreement in particular). *Topics:* Inquiries; reports; requests for information; investigations and final decisions on such things as entries; invoicing; preferential tariff; and direct shipment. *Retrievability:* Files are arranged by subject and country.

RCC/CPG-185

Tariffs

Description: Information on the overall functions and programs that concern the whole division. *Topics:* Machinery remission orders; Auto Pact; temporary tariff items; prohibited goods and privileges; Customs and Excise laboratory reports. *Retrievability:* Files are arranged by tariff item and commodity.

RCC/CPG-190
Remissions
Description: Information on the eligibility of companies for types of commodities for exemption or remission of duties and taxes under standing remission Orders-in-Council, special remissions, and applications to the Interdepartmental Remission Committee. *Topics:* Applications, background information, research data and decisions relating to standing remission Orders-in-Council; special remissions; Canadian goods abroad and temporary entry provisions. *Retrievability:* Cases are filed by company name and Order-in-Council number.

RCC/CPG-195
Drawbacks and Refunds
Description: Information on the drawbacks of customs duties on exported goods, the refunds of Customs duties under various regulations (excluding appeals) and the remission of Customs duties via drawback for specific commodities. *Topics:* Correspondence on drawbacks — claims and claimants; refunds — claims and claimants; exports; obsolete or surplus goods; railway rolling stock; ships' stores; home consumption; spirits exported. *Retrievability:* Subject files and case files are arranged by company name. Refund and drawback claims are filed by claim number and held in the various regional offices.

RCC/CPG-200
Industrial Incentive Program Audit (Automotive and Special Remission)
Description: Information on the review of production reports and audits of manufacturers' production costs under the authority of the Special Remission Programs. *Topics:* Correspondence, production reports and audits pertaining to the Special Remission Programs governing the manufacturing of vehicles and parts under the Motor Vehicle Tariff Order (1965); the British Commonwealth Content Qualifications; front-end loaders; off-highway vehicles. *Retrievability:* Cases are filed by company name.

RCC/CPG-205
Duties Relief
Description: Information on the functions of the Duties Relief Programs Unit. *Topics:* Regulations of other departments; regulations of other countries; payment of claims withheld to offset debts due to the Crown; post-audit procedures; entries and invoices; seizures arising from drawback or refund investigations; and trade talks and negotiations. *Retrievability:* Files are arranged by subject, company, country or department.

RCC/CPG-210
Anti-dumping Investigations
Description: Information on the analysis of complaints alleging injurious dumping and resultant investigative activity. *Topics:* Original complaint; initial evaluation and investigation; detailed investigation; inquiries by importers and exporters; calculations and working papers; submissions to the Canadian International Trade Tribunal. *Retrievability:* Files are maintained by commodity. Certain data relating to investigations may be of a proprietary or sensitive nature and cannot be released.

RCC/CPG-215
Valuation Investigations
Description: Information on the investigation of the value for duty of imported goods. *Topics:* Import statistics; importer and exporter inquiries; calculations and working papers; importer instructions; documentation. *Retrievability:* Files are maintained by importer and commodity.

RCC/CPG-220
Countervail
Description: Information on the analysis of complaints of the allegedly injurious importations of subsidized goods and the possible requirement for imposition of a countervailing duty. *Topics:* Evaluation of complaints; conduct of investigations; calculations and working papers. *Retrievability:* Files are maintained by commodity. Certain data relating to countervail investigations may be of a proprietary or sensitive nature and cannot be released.

RCC/CPG-225
Appeals
Description: Information on the processing of appeals against anti-dumping and valuation rulings. *Topics:* Appeal documents and working papers relating thereto. *Retrievability:* Records are filed by case and date received for anti-dumping and by importer and appeal number for valuation.

RCC/CPG-230
Enforcement
Description: Information respecting the enforcement of the Canadian International Trade Tribunal's findings, specific valuation rulings, Orders-in-Council relating to surtax matters. *Topics:* Information on import surveillance and the monitoring of valuation and anti-dumping functions in the field. *Retrievability:* Records are filed by case number.

RCC/CPG-235
Central Index
Description: Information on current and past investigational activities and incoming formal appeals. *Topics:* Formal appeals and their disposition; results of investigations; legal opinions. *Retrievability:* Records are filed by commodity and date for anti-dumping and by region, year, number and date of importation for valuation.

RCC/CPG-240
Policy and Administration
Description: Information on the development of Canadian legislation covering anti-dumping, countervail, surtax and valuation, and the development and review of systems and procedures relating to the application of these programs; liaison with other Departments and other branches and divisions within Customs; foreign trade; and tax legislation. *Topics:* Legislation; policy and technical interpretation of anti-dumping, countervail and valuation programs; correspondence and manuals; documents covering departmental participation at General Agreements on Tariff and Trade (GATT) meetings; studies and reviews on trade and tax legislation of foreign countries.

RCC/CPG-245
Foreign Offices
Description: Information on conducting anti-dumping and valuation investigations on behalf of headquarters' line directorates, the management of external relations, and the provision of a direct liaison on Customs tariff and Customs facilitation matters, trade talks and negotiations. *Topics:* Determination of normal values, export prices and tariff classifications of imported goods; Annual Country Assessment Review; external relations; inspection services of Canadian missions abroad; consolidation of Canada's foreign service;

co-operation and liaison with officials of other countries, the Brussels European Economic Council, the Customs Co-operation Council, and other international bodies. *Retrievability:* Cases are filed by individual post and nature of investigations and are held by headquarters' line divisions, with the foreign offices retaining only the portion essential in the event of any follow-up investigation.

RCC/CPG-250

Seizure Adjudication

Description: Information on seizures or ascertained forfeitures made under the *Customs Act* or the *Excise Act* for contravention of these or other Acts of Parliament for which the Department has administrative authority, on a case-by-case basis. Information retained includes the subject commodity, seizing officer's report, letters of appeal, formal notice of reasons for seizure or forfeiture and final decision. *Retrievability:* Cases are filed by number and cross-indexed alphabetically by company or individual. Information on unappealed seizures is retained for one year and records are maintained for three years after the final action on an appealed case.

RCC/CPE-255

Collections and Accounts

Description: Information on the collection of paid and outstanding accounts. *Topics:* Accounting; accounts receivable; accounts payable; suspense accounts; outstanding debts. *Retrievability:* Cases are filed by number and cross-indexed alphabetically by name of company or individual.

RCC/CPE-260

Carrier Control

Description: Information on the report and control of the use of non-duty-paid instruments of international conveyance entering, exiting and transiting Canada; all modes of transport and transport-related equipment in accordance with Customs and transportation policy. *Topics:* Remission orders for railway rolling stock, vessels, aircraft; policy directives and information of a general or specific nature relating to carriers of all modes; *Customs and Excise Offshore Application Act;* cargo containers. *Retrievability:* Case files are divided into different carrier modes and are filed alphabetically by company.

RCC/CPE-265

Cargo Control

Description: Information on the reporting and control of import cargo and in-bond cargo for export in both the automated and non-automated environment. *Topics:* Reporting of Goods Regulations; Transportation of Goods Regulations; Reporting of Exported Goods Regulations; Customs Commercial System — Cargo/Carrier Sub-System; Cargo Control Program; and Cargo Control Contraventions. *Retrievability:* The information is contained in the D Memoranda, which can be accessed alphabetically.

RCC/CPE-270

Warehouse Licensing

Description: Information on the licensing and operation of various types of warehouses and ships' stores. *Topics*: Customs sufferance warehouses; bonded warehouses; frontier warehouses; ships' stores. *Retrievability*: Individual sufferance warehouses records are filed alphabetically by name and location.

RCC/CPE-275

Duty-Free Shops Licensing

Description: Information on the design, development and implementation of the duty-free shops program at the land frontier, and information on airport duty-free shops. *Topics*: Development of criteria for licensee selection; standards of operations; procedures for licensee selection; duty-free shop regulations and controls. *Retrievability*: Individual land border duty-free shops records are filed by subject matter.

RCC/CPE-280

Travellers — Highway, Marine and Rail

Description: Information on the administration and application of specific tariff items and remission orders pertaining to traveller entitlements; and on the control and processing of travellers and their baggage entering Canada by all modes of transportation, other than air. *Topics:* Interpretive guidance on tariff items pertaining to visitors, former residents, returning residents, settlers, and their effects; customs facilities at border points of entry; general enforcement policy respecting travellers and their baggage; maintenance of traveller declarations. *Retrievability*: Case files are filed by tariff item number. Topic files are arranged by port and date, and/or by subject matter.

RCC/CPE-290

Air Passenger

Description: Information on the control of travellers entering Canada by air; on functional direction to Customs inspectors at airports; and on the departmental posture at the International Air Passenger Traffic Sub-committee. *Topics:* Inspection procedures and passenger processing at airports; charter access and level of service; Customs facilities at airports; signage; baggage handling; sterile lounges; pre-clearance and security; liaison with other Departments. *Retrievability:* Case files for individual airports are filed alphabetically by name.

RCC/CPE-295

Postal Policies, Procedures and Automated Systems

Description: Information on various policies, procedures, operational and proposed non-automated and automated systems respecting the importation of goods through the postal system by commercial and non-commercial importers; also co-operation and liaison with domestic and foreign authorities. *Topics:* Legal interpretations of legislation, regulations and policies; alternative processing methodologies; postal methods of payment for duties and taxes; postal import remissions; postal release procedures; complaints; types and classes of mail; mail movement and control; prohibited goods disposal; co-operation and liaison with domestic and foreign authorities such as the Royal Canadian Mounted Police, Agriculture Canada, Health and Welfare Canada, Canada Post Corporation and Statistics Canada.

RCC/CPE-300

Enforcement Devices and Techniques

Description: Information on the evaluation of current and proposed new techniques and scientific devices to detect non-compliance (by importers and travellers) with the law respecting illegal use of the mails and other means of transportation to import prohibited goods. *Topics:* Scientific devices and technological developments in detection equipment; drug enforcement; contraband detection programs; international enforcement and investigations; intelligence liaison. *Retrievability:* Records are filed by subject matter.

REVENUE CANADA CUSTOMS AND EXCISE

RCC/CPE-305

Courier Systems and Procedures

Description: Information on the control of courier, low-value, small package shipments from their time of arrival in Canada until completion of legal disposition. *Topics:* Courier policy; projects; statistics; and legal interpretations of various alternative proposals and committees. *Retrievability:* Information is filed by subject matter.

RCC/CPE-310

Mechanized Systems Development

Description: Information on ensuring effective Customs control over the movement and processing of international mail, by means of improved facility designs and both mechanical and non-mechanical systems. *Topics:* Facility improvements; correspondence and drawings; machinery and equipment. *Retrievability:* Records are filed by subject and by Customs office.

RCC/CPE-315

CEPACS Implementation

Description: Information and records on the implementation of CEPACS, a major automated system in the Customs commercial stream. *Topics:* System descriptions, implementation plans, quality assurance programs, training material, implementation reports, pre- and post-implementation evaluation reports. *Retrievability:* Files are indexed alphabetically, chronologically and numerically.

RCC/CPE-330

Entry and Amendment Systems

Description: Information on Customs entry of commercial goods and related documentation: revenue accounting, invoicing, appeals against assessment. *Topics:* Warehouse entries; B3 entry documentation; sight entries; amending entries; temporary entries; Canada Customs invoices contained in the "D' memoranda, which can be accessed alphabetically.

RCC/CPE-335

Release Systems

Description: Information on policies and procedures relating to the release of commercial goods, and documentation related to the export of goods: B13 Export Declaration, Security Bonds. *Topics:* Release prior to payment, including Standing Authority Release, Automotive Release, Liquor Board Release; summary reporting of exports. *Retrievability:* Headquarters' security bonds are filed alphabetically by name of importer.

RCC/CPE-340

Brokers Licensing

Description: Information on the licensing and control of Customs brokers. *Topics*: Qualified person examination; Licensing Advisory Committee; Customs brokers; agents; power of attorney. *Retrievability*: Customs brokers are filed alphabetically by name and location.

RCC/CPE-345

General

Description: Information on the overall functions of commercial entry systems (e.g., audits, co-operation and liaison, meetings, projects and reports). *Topics:* Commodity coding; contingency plans; *Customs Act* revisions; co-operation with the Canadian Exporters' Association, Canadian Association of Customs Brokers, Canadian Importers' Association, Canadian Industrial Traffic League, and external agencies in general. *Retrievability:* Information is contained in the "D' memoranda, which can be accessed alphabetically.

RCC/CPE-346

Systems Operations — Testing and Maintenance

Description: Information on automated systems testing and maintenance; routine file maintenance and emergency system problems; test facility support and administration; integrated application testing and documentation updating. *Topics:* User manuals; functional specifications; file maintenance; various test packages to assess the different valid and invalid situations in the system's functional specifications; bulletins to system users, system performance monitoring and system hardware acquisition. *Retrievability*: Manuals are filed by sub-system and files are indexed numerically and by subject.

RCC/CPE-347

Project Management — Systems Management and Enhancements

Description: Information on problems resolution; design and implementation of system enhancements; audits and post-implementation reviews. *Topics*: Systems Change Committee; systems problems; systems enhancements; pre- and post-implementation audit reports and responses. *Retrievability*: Files are indexed numerically and by subject matter.

RCC/CPE-348

Systems Operations — Management of Information

Description: Information on the management of the information in CCS; system performance monitoring and performance standards. *Topics:* Problem Resolution Committee; release profiles and entry selection criteria; user IDs and changes to job profiles; entry retrieval providing for import and export analysis. *Retrievability:* Files are indexed numerically and by subject file.

RCC/CPE-349

Customs Commercial System (CCS)

Description: Information on the design, development, testing and implementation of CCS, the major automated system in the Customs commercial stream. Included is information on the following CCS sub-systems: Goods Control (Cargo and Release); Entry Acceptance; Customs Automated Data Exchange (CADEX); Entry Selection; File Locator; Entry Retrieval; Adjustments; Technical Reference; and Management Search Facility (MASH). *Topics*: Systems descriptions; implementation plans; quality assurance programs; pre- and post-implementation evaluation reports; user manuals and training material. *Retrievability*: Files are indexed numerically and by subject matter.

RCC/CPE-365

Commercial Verification

Description: Information on verification policies and procedures respecting the sixty pieces of legislation administered by Customs at the frontier. *Topics:* Operational examination techniques; operational policies and procedures; and instructions to port officers in verification methodology. *Retrievability:* "D' memoranda and files containing instructions can be accessed alphabetically.

RCC/CPE-370

Commercial Enforcement

Description: Information on the development of enforcement policies, techniques and procedures. *Topics:* Import and export enforcement policies and procedures; policies on the utilization of intelligence data in enforcement programs. *Retrievability:* Files are in numerical order.

RCC/CPG-375

Legislative Affairs

Description: Information on the evaluation and revision of existing legislation, the development and drafting of new legislation and the processing or amending of regulations, ministerial orders and other statutory instruments required by the branch. *Topics:* Historical data on the present *Customs Act*; correspondence with departmental sources and other government departments; background information and supporting documentation; ministerial presentations on the Annual Regulatory Plan; information on other laws administered by Customs; requests for background information; and rationale for new, amended or revoked Orders-in-Council, ministerial regulations and other statutory instruments. *Retrievability:* Files are arranged by subject matter.

RCC/CPG-380 *Formerly identified as:* RCC/CPE-380

Harmonized Commodity Description and Coding System

Description: Information on the Harmonized Commodity Description and Coding System (HS) and the conversion of the Customs Tariff and Canadian International Trade Classification (CITC) to a format based on the HS. *Topics:* Meetings of the Nomenclature and Interim Harmonized System Committees of the Customs Co-operation Council; the Customs Co-operation Council Nomenclature (CCCN) and the HS; draft Canadian tariff and statistical nomenclature based on the HS. *Retrievability:* Correspondence on commodity classification is filed by HS heading number.

RCC/CPG-391

Planning and Analysis

Description: Information on the development of Branch goals and plans designed to achieve those goals as well as maintain the integrity of established plans and goals through programming; information on the review and analysis of reports and proposals; development and co-ordination of management policies, plans, programs and special briefings. *Topics:* Branch planning activities; audits; personnel matters; training. *Retrievability:* Records are filed by subject matter.

RCC/CPG-395

Monitoring, Control and Administrative Services

Description: Information on the management of the administrative functions for the Customs programs. *Topics:* Entry retrieval providing for import and export analysis, data on past importations and exportations, personnel, finance, accommodation and other administrative matters. *Retrievability:* Records are filed by subject matter.

RCC/CAE-410

Planning Analysis

Description: Information on various planning subjects. *Topics:* Policy; auditor; Comptroller General; evaluation; program evaluation; internal audit; real property management; planning systems of other Departments; planning presentation; Policy and Expenditure Management System (PEMS); program operational management; Information Management Plan; planning calendar; Increased Ministerial Authority and Accountability; branch automation requirements. *Retrievability:* Files are arranged by subject and number.

RCC/CAE-415

Planning Co-ordination

Description: Information on the Multi-Year Departmental Operational Plan; on an inventory of significant departmental projects; on records relating to operational, strategic, financial, management reporting plans. *Topics:* Person-year and financial resource requirements by activity, sub-activity and branch for a five-year planning period; key information on significant (levels 1 and 2) projects including objective, responsibilities, approval, documentation and total project resources. Policy and Expenditure Management System (PEMS); program operational management; Information Management Plan; planning calendar; branch automation requirements; financial planning; human resource planning; National Unity Office; operational planning; program planning; strategic planning; work planning. *Retrievability:* Files are arranged by subject and number. Electronic data processing (EDP) recording is used for the Multi-Year Operational Plan and the inventory of significant projects.

RCC/CAE-420

Tax and Non-tax Revenue

Description: Information on the analysis, distribution and reporting of tax and non-tax revenue. Information and data on the research, analysis, draft proposals and approval of departmental financial policy, systems and procedures. *Topics:* Customs and Excise tax and non-tax revenues, reconciliation of revenue collected with Bank of Canada deposit acknowledgements; annual reconciliation of cash in transit; technical information; legislative/regulatory requirements; research problem definitions, proposals, alternative solutions, reports, drafts and approvals. *Retrievability:* Files are arranged by subject and number, or by project.

RCC/CAE-425

Analytical/Advisory Service

Description: Information on the analytical service provided in support of the administration of the *Customs Tariff Act* and other Customs legislation; on the analytical service provided in support of the Administration of Excise Duty legislation; and records relating to the Spirits Instrument Certification Program; on scientific and technical research and development work in support of the administration of Customs and Excise policies, regulations and procedures. *Topics:* (i) Technical information and methodology for the analysis of commodity importations; analytical work summaries of chemical and physical analysis; and technical literature obtained from manufacturers. (ii) Correspondence on analytical services pertaining to denaturants in alcohol products, goods subject to excise duty, seizures of illicit spirits, formulation approval in alcoholic preparations and the Spirits Instruments Certification Program. (iii) Project reports and working papers associated with the investigation and development of scientific methods, systems and equipment for the detection and identification of goods subject to Customs and Excise control; external consultants providing specialized laboratory services; and scientific equipment manufacturers. *Retrievability:* (i) and (ii) indexed on EDP database; (iii) filed alphabetically by manufacturer's name, numerically by project, external consultants filed by date.

RCC/CAE-430

Administration

Description: The following records are in addition to the Standard Classes of Records that are common to all departments and are listed in this Register (see Table of Contents). Information relating to the editing and type composition of work instruments and the operations and procedures of these sections; information relating to the liaison with Supply and Services Canada for the printing and/or sale of work instruments; and to the distribution and warehousing of departmental publications. *Topics:* Policy, procedures, technology, organization and methods of editing and type composition of work instruments; directives review project; integrated publishing system service; policy, procedures, technology, organization and methods of requisitioning for printing, distribution, and storage of work instruments, including the development and maintenance of an automated mailing list system service. *Retrievability:* Filed by subject matter.

RCC/AEV-435
Audit and Evaluation
Description: Information on internal audits of departmental activities. Information on evaluation and assessment of program components. *Topics:* Internal audit policy, plans and reports; program evaluation policy, plans and reports.

RCC/INT-440
Access and Privacy
Description: Information on the departmental Access to Information and Privacy programs, policies and procedures. Information on complaints filed against Customs and Excise employees under the provisions of the *Canadian Human Rights Act*. *Topics:* Policy, procedures and report files; Access to Information and Privacy information bank files. *Retrievability:* Policies and procedures are filed by subject. Individual request files are numbered sequentially on a fiscal year basis. Requests are cross-referenced to the information bank files.

RCC/INT-445
International Representation
Description: Information on departmental activities with various international organizations. *Topics:* Customs Co-operation Council (CCC); European Economic Community (EEC); European Free Trade Association (EFTA); General Agreement on Tariffs and Trade (GATT); Multilateral Trade Negotiations (MTN); United Nations Conference on Trade and Development (UNCTAD); and others. *Retrievability:* General topics are filed by subject; organizations, by name; and trade negotiations, by country.

Deleted Classes of Records

The following class of records has been integrated into RCC/CPE-280 and RCC/CPE-300:

RCC/CPE-285 Passenger Enforcement

The following class of records has been integrated into RCC/CPE-166:

RCC/CPE-165 Field Liaison

REVENUE CANADA
CUSTOMS AND EXCISE

DEPARTMENT OF NATIONAL REVENUE (CUSTOMS AND EXCISE) **(RCC)**

MINISTER

DEPUTY MINISTER

EXCISE BRANCH **(EPE)**

005 Interpretation Casework
010 National Uniformity
015 Fair Price and Values Surveys
020 Field Development
025 Licensing
030 Information Preparation
035 Rulings
040 Excise Collections and Revenue Accounting
045 Excise Audit
050 Refund Claims — Excise Gasoline Tax
055 Rebate Claims — Fuel Tax Rebate
060 Sales Tax Bulk Permits — Fuel Tax Rebate
065 Registered Vendors' Certificates — Fuel Tax Rebate
070 Investigations — Special Bureau
075 Excise Duty
080 Legislation
085 Regulations and Remissions
090 Tax Strategy — Appeals and Adjudications
095 Excise Planning
101 Diplomatic Exemptions
105 Performance Measurement Systems
110 Collections (Regional)
115 Duty (Regional)
120 Tax Interpretations (Regional)
125 Audit (Regional)
130 Licensing (Regional)
131 Objections to Assessments and Refund Determinations
132 Revenue Accounting (Regional)

CUSTOMS OPERATIONS BRANCH **(CPE)**

135 Regional Field Operations
140 Regional Drawbacks, Refunds and Remissions
145 Regional Tariff Programs and Appraisal
150 Audits and Investigations
155 Customs Intelligence Data
160 Resource Analysis, Planning and Administration
166 Port Administration
255 Collections and Accounts
260 Carrier Control
265 Cargo Control
270 Warehouse Licensing
275 Duty-Free Shops Licensing
280 Travellers — Highway, Marine and Rail
290 Air Passenger
295 Postal Policies, Procedures and Automated Systems
300 Enforcement Devices and Techniques
305 Courier Systems and Procedures
310 Mechanized Systems Development
315 CEPACS Implementation
330 Entry and Amendment Systems
335 Release Systems
340 Brokers Licensing
345 General
346 Systems Operations — Testing and Maintenance
347 Project Management — Systems Management and Enhancement
348 Systems Operations — Management of Information
349 Customs Commercial System (CCS)
365 Commercial Verification
370 Commercial Enforcement

REVENUE CANADA
CUSTOMS AND EXCISE

CUSTOMS PROGRAMS BRANCH (CPG)

170 Rulings and Appeals
175 Made-in-Canada
180 Rules of Origin
185 Tariffs
190 Remissions
195 Drawbacks and Refunds
200 Industrial Incentive Program Audit (Automotive and Special Remission)
205 Duties Relief
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375 Legislative Affairs
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391 Planning and Analysis
395 Monitoring, Control and Administrative Services

AUDIT AND EVALUATION BRANCH (AEV)

435 Audit and Evaluation

DEPARTMENTAL AND INTERNATIONAL AFFAIRS (INT)

440 Access and Privacy
445 International Representation

CORPORATE MANAGEMENT BRANCH (CAE)

410 Planning Analysis
415 Planning Co-ordination
420 Tax and Non-tax Revenue
425 Analytical/Advisory Service
430 Administration

COMMUNICATIONS BRANCH

PERSONNEL ADMINISTRATION BRANCH

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
REVENUE CANADA
CUSTOMS AND EXCISE
7th FLOOR, CONNAUGHT BUILDING
MACKENZIE AVENUE
OTTAWA, ONTARIO
K1A 0L5

Chapter 94

REVENUE CANADA TAXATION

A. GENERAL INFORMATION

Historical Background

The Department of National Revenue was established in 1927 to administer the *Income Tax Act*, a responsibility that had been carried out by a commissioner from the Department of Finance. Customs and Excise was brought into the Department at this time under the same minister, but as a separate component with its own departmental organization.

Responsibilities

The Department of National Revenue (Taxation) is responsible for administering the income tax legislation enacted by Parliament. The Department collects individual taxpayers' federal income tax, as well as their provincial and territorial taxes in all provinces and territories except Quebec, and corporate taxes on behalf of all provinces and territories except Ontario, Quebec and Alberta. It also collects Canada Pension Plan contributions and Unemployment Insurance premiums imposed under the law. In addition, the Department administered the *Petroleum and Gas Reveneue Tax Act* prior to its repeal in October 1986.

Legislation

- Canada Pension Plan Act, Part I
- The Income Tax Acts of Canada
- Unemployment Insurance Act, Part IV

Organizational Units and their Role

Head Office

Departmental plans and policies are developed at head office, the administrative decision centre of Revenue Canada (Taxation). The Assistant Deputy Ministers, responsible for the Appeals, Communications and Corporate Development, Policy and Systems, Management Services, and Legislative and Intergovernmental Affairs branches, report directly to the Deputy Minister. The Director of Legal Services serves in an advisory capacity to the Deputy Minister.

Communications and Corporate Development Branch

This branch ensures the development, implementation and management of policies, programs, procedures and services in the areas of external and internal communications, corporate management information, strategic planning, corporate secretariat services, internal audit and program evaluation. The Branch comprises the following divisions: Corporate Projects and Strategic Planning, Communications, Internal Audit and Evaluation, Corporate Management Information and Corporate Secretariat.

Policy and Systems Branch

This branch is accountable for the formation and assessment of national policies for a variety of programs relating to tax administration. It is made up of the following directorates: Assessing and Enquiries, Collections and Accounting, Audit Programs, Compliance Research and Investigations, and Information Systems.

Legislative and Intergovernmental Affairs Branch

This branch is responsible for interpreting the *Income Tax Act*, the *Canada Pension Plan* and unemployment insurance legislation. The Branch also provides advice on technical matters to other federal departments and governments. The Branch comprises the following directorates: Technical and Intergovernmental Affairs, Provincial and International Relations, Legislative Affairs, Registration, and Statistical Services.

Management Services Branch

This branch is responsible for the planning, development and review of national policies, procedures and programs in the areas of finance, personnel, administration, security, training and tax forms, as well as the direct provision of services at head office. The Branch comprises the following directorates: Office Policy and Technology, Tax Forms, Finance, Personnel, Security, and the Centre for Career Development.

Appeals Branch

This branch establishes policies and guidelines for notices of objection submitted by taxpayers who do not agree with their notices of assessment. The Branch also deals with appeals under the *Canada Pension Plan* and the *Unemployment Insurance Act*.

Legal Services

Legal Services provides an advisory service to the Deputy Minister and the Department on legal matters arising from the administration of the *Income Tax Act* and related statutes. (Staff are employed by the Department of Justice.)

Regional Offices

For administrative purposes, Revenue Canada (Taxation) has divided Canada into five regions, each of which has a central office responsible for operations. The five regional assistant deputy ministers report directly to the Deputy Minister.

The function of the regional offices is to ensure the uniform and impartial application of departmental programs and policies across Canada. The regional offices are also responsible for co-ordinating the activities of the district offices and taxation centres in their jurisdictions.

Manuals

- Accounts Correspondence Procedures
- Assessments Control
- Audit
- Audit Applications Guide
- Audit Review
- Audit Techniques
- Budget and Program Control
- Budgets and Financial Reports
- Canada Pension Plan and Unemployment Insurance Coverage
- Cash
- Cash Control
- CINDAC (Centralized Individual Accounting and Collections System)
- Collections
- Computer Output Control System
- COMSCREEN (Procedures for Computerized Audit Selection System)
- Corporation Data Analysis
- Data Capture
- DCOM 57 (CINDAC Mismatch and Combine Procedures)
- DCOM 58 (Procedures for Processing Returned Cheques)
- Department Objectives and Policies
- Departmental File Classification System
- Departmental Security
- Director General
- Document Control
- Enquiries and Information
- Expenditure Processing
- Family Orders and Agreements Enforcement
- Financial Authorities
- General Ledger (General Ledger Procedures in Taxation Centres)
- General Ledger (Revenue Control Accounting)
- IBM PC Operator's Instructions
- Income Tax Agreements
- Information and Public Relations
- Initial Assessing and the Assessing of T1 Returns
- Initial Assessing and Reassessing of T2 Returns
- Initial Assessing and Reassessing of T3 Returns
- Interest Calculations
- Internal Audit and Evaluation
- IPS-Information Processing System
- Job Descriptions
- Mail and Messenger Services
- Management Information
- Matching
- Material Management
- Micrographics
- Non-Resident Tax
- Objections and Appeals
- Operational Audit
- PAYDAC Operations (Payroll Deductions System)
- Payroll Audit
- Personnel Management
- Personnel Procedures
- Personnel Records and Budget Systems Procedures
- Petroleum and Gas Revenue Tax
- Quality Review
- RAPID (Procedures for IBM Network Terminals)
- RAPID (Procedures to Access and/or Affect Changes to Selected Computerized Systems by an On-line Method)
- Reassessment System
- Records
- Registry — Corporations
- Registry — Individuals
- Registry — Information Returns
- Release of Information
- Requirements for Returns and Information
- Revenue Accounting
- Sorting and Numbering
- Source Deductions Reporting
- Special Investigations
- Statistical Transcribers Algorithm
- Systems Directorate
- Tax Avoidance
- Tax Forms, Printing, Publishing, Distribution, and Forms
- T2 Error Corrections
- T2 Interest Calculation
- T2 Mismatches and Combines
- Tracing
- Valuations and Projects
- Word Processing
- Work Standards

Additional Information

Requests for further information about the Department and its various programs and services may be directed to:

Communications Directorate
Revenue Canada (Taxation)
88 Metcalfe Street
Ottawa, Ontario
K1A 0L8
(613) 957-3503

B. CLASSES OF RECORDS

Access Procedures

Although a single Minister presides over both Taxation and Customs and Excise, for Access to Information and Privacy purposes, the departments are considered separate entities. Therefore, formal access requests should clearly specify the Department — Taxation or Customs and Excise — from which the information is being sought. A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Revenue Canada (Taxation)
Head Office
Ottawa, Ontario
K1A 0L8
(613) 957-8819

Reading Room

In accordance with section 71 of the *Access to Information Act*, Revenue Canada (Taxation) has established reading rooms in the following district offices and taxation centres:

Atlantic Region: St. John's, Charlottetown, Halifax, Sydney and Saint John District Offices.

Quebec Region: Quebec City, Montreal, Rouyn, Sherbrooke and Laval District Offices and the Jonquiere and Shawinigan Taxation Centres.

Central Region: Ottawa, Toronto and Scarborough District Offices.

Ontario Region: Kingston, Belleville, Hamilton, Kitchener, St. Catharines, London, Windsor, Sudbury and Thunder Bay District Offices.

Western Region: Winnipeg, Regina, Saskatoon, Calgary, Edmonton, Penticton, Vancouver and Victoria District Offices and the Surrey Taxation Centre.

These reading rooms are open to the public (Monday through Friday — 08:15 to 17:00) and contain copies of *Taxation Operation Manual*, Information Circulars, Interpretation Bulletins, the Access to Information and Privacy Acts, the *Access Register* and the *Personal Information Index* and request forms. Reading room attendants are available to help individuals seeking information and to complete the request forms.

Classes of Records

RCT/CCD-002
Parliamentary Liaison
Description: Ministerial Briefing Books for the Minister's reference. *Topics:* All current issues that the Minister should be aware of, and suggested appropriate responses or departmental stances; description of the Department's organization and its varied functions; and a financial overview of its budget.

RCT/CCD-003
Conferences and Meetings — CORE
Description: This class of records contains records of "CORE", which is the Department's senior management committee. *Topics:* Agenda, minutes and documents relevant to topics discussed therein. Subject matter pertains to departmental operations, policy and procedural or administrative matters.

RCT/CCD-004
Conferences and Meetings — MACTA
Description: This class of records is related to the Minister's Advisory Council on Tax Administration, which comprises tax practitioners from across Canada who meet on a regular basis to apprise the Minister of their perspectives on specific tax issues. *Topics:* Records of membership (resumes of past and present members); agenda and minutes; pertinent documentation, and financial and administrative details related to meeting arrangements.

RCT/CCD-005
Conferences and Meetings — CIAT
Description: These records cover all aspects of the Centre of Inter-American Tax Administrators' Conference from the initial planning stages through to the final wrap-up report. *Topics:* Agenda, minutes and related documentation; delegate information; administrative details of conference preparation; budget; social affairs; media relations; protocol and hospitality.

RCT/CCD-006
Departmental Programs
Description: Information on computer listings of coverage and results of departmental programs, comparing actual resource utilization and production with the budget. *Topics:* Statistical computer listings on program results by comparison of budgeted to actual person hours and production.

RCT/CCD-011
Central Agencies — Reports
Description: Information on central agency reports containing results obtained by monitoring departmental activities such as the processing of returns and handling of refunds; analysis and feedback by the Department on report content; information from other head office divisions on report content affecting their areas of responsibility. *Topics:* Central agency reports outlining activities reviewed, agency findings and recommendations and the Department's comments; communications with central agencies such as Comptroller General, Privy Council and Impac Co-ordination.

RCT/CCD-016
Time and Production System
Description: Information on the development, implementation and maintenance of time and production systems. *Topics:* Time Production System (TPS).

RCT/CCD-021
Field Internal Audit Programs
Description: Information on Field Internal Audit policy and objectives, coverage, plans, monitoring and reports of the audit activity. *Topics:* Organization structure; forecasting, budgeting and resource utilization; workload selection; specific activities audited; control of remittances; general security; sensitive transcript and voucher control.

RCT/CCD-026
Program Evaluation
Description: Information on program evaluation plans, steps carried out, records of interview, organization charts, statistical data, queries, replies and general correspondence. *Topics:* Policy; evaluation procedures; long-term and annual evaluation plans; working papers; reports of findings and conclusions; recommendations.

RCT/CCD-031
Internal Audit
Description: Information on audit plans, audit steps carried out, records of interviews, organization charts, statistical data, queries and replies and general correspondence. *Topics:* Audit policy and procedures, audit schedules and planning, manual and computerized audit programs, audit working papers, audit reports; departmental operations and staff matters (RCT/P-PE-803).

RCT/LIA-036
Legislative and Intergovernmental Affairs Branch Memoranda — Research Material
Description: Information on interpretations of significant or problematic income tax matters. Research files contain copies of technically significant interpretations, rulings, legal opinions and position papers in connection with each memorandum issued to departmental staff. *Topics:* Technical interpretations, background information and intended effect on certain aspects of the *Income Tax Act, Canada Pension Plan, Unemployment Insurance Act*, reciprocal tax treaties, the Income Tax Acts of agreeing provinces and related Regulations; specific topics such as universities outside Canada, forgiveness of loans; and educational institutions.

RCT/LIA-037
Proposed and Enacted Amendments
Description: Information on memoranda, discussion papers and other background material in connection with proposed amendments. This

material is maintained in confidential files until each amendment is passed by Parliament. *Topics:* Correspondence and liaison memoranda with other divisions, the Department of Finance and other government departments; subject matter files, by section of the *Income Tax Act*, containing all material related to a given amendment.

RCT/LIA-038

Regulations

Description: Information on memoranda, discussion papers, correspondence and other background material relating to new, or amending existing, regulations; copies of Orders-in-Council and schedules thereto, submission letters and communications between the Deputy Minister and the Minister. *Topics:* Liaison with other divisions, departments or agencies; subject matter files by part (of regulations) number containing materials related to amendment; chronological file containing master copies of all amendments and communications from the Deputy Minister to the Minister.

RCT/LIA-041

Taxation Rulings — Subject Matter Files (Primary Files)

Description: Correspondence with taxpayers on matters relating to interpretations of the *Income Tax Act* and Regulations, including copies of advance income tax rulings and requests for technical interpretations. *Topics:* Subject files are broken down into specific subject topics as listed in the index to the *Income Tax Act* and Regulations and related legislation, e.g., income from office or employment, capital cost allowances, gifts, dividends, property, deceased taxpayers, expenses. Files contain both the incoming taxpayer enquiry and the outgoing response. *Retrievability:* Correspondence is filed chronologically under the relevant topic. A card index is maintained to assist in locating specific correspondence either under the taxpayer's name and/or that of his or her representative. The confidentiality provisions of the *Income Tax Act* prevent information contained in this class of records concerning specific taxpayers from being disclosed without the written permission of the taxpayers involved.

RCT/LIA-046

Taxation Research Master Files (Secondary Files)

Description: Information on technically significant tax interpretations, income tax rulings, legal opinions in respect of specific sections of the *Income Tax Act*, Regulations and other related legislation included in the Taxation Rulings subject matter files. In many cases the taxpayers involved are identified. *Topics:* Subject topics are the same as indicated in RCT/LIA-041 except that they contain only the outgoing response to taxpayer enquiries and are filed by section and/or subsection of the Act, e.g., Section 5(1) — income from office or employment, Section 115 — non-residence taxable income earned in Canada, Section 130 — investment corporations. *Retrievability:* Correspondence is filed chronologically under the relevant section or subsection. A card is maintained to assist in locating specific correspondence either under the taxpayer's name and/or that of his or her representative. The confidentiality provisions of the *Income Tax Act* prevent information concerning specific taxpayers contained in this class of records from being disclosed without the written permission of the taxpayers involved.

RCT/LIA-049

Taxation Research Master Files (Chronological File) (New)

Description: Information authored within Taxation Rulings on technically significant tax law interpretations, income tax rulings, requests for legal opinions in respect of specific sections of the *Income Tax Act* and Regulations and other related legislation included in the Taxation Rulings files. *Topics:* Subject topics are the same as indicated in RCT/LIA-046 except they are filed chronologically on a monthly basis. *Retrievability:* Correspondence is filed chronologically. There is no specific index to these files other than a reference to the date. The confidentiality provisions of the *Income Tax Act* prevent information concerning individual taxpayers from being disclosed without the written permission of the taxpayers involved.

RCT/LIA-066

Exchange of Information under Tax Treaties

Description: Information on requests between competent authorities for information on taxpayers required to assess taxes under the respective taxing statutes. *Topics:* Requests to foreign governments for specific taxpayer information, with copies of information supplied; requests from foreign governments for specific taxpayer information, with copies of information supplied; general information and correspondence on procedures followed; interpretation of provisions in treaties.

RCT/LIA-071

Tax Treaty Files

Description: Information on the negotiation of all tax treaties including all of the notes and minutes of negotiation meetings. *Topics:* Separate series of files for each set of negotiations with treaty countries, and general files on the interpretation of treaties. Some examples include treaties with Australia, Barbados, Belgium, Israel, Switzerland, the United Kingdom, and the United States.

RCT/LIA-076

Other International Matters

Description: Information on relations with the Department of External Affairs, other governments, taxpayers (both domestic and foreign) and international organizations, on matters not covered under other classes of records. *Topics:* Sovereign immunity and non-resident problems; international joint programs; Commonwealth Association of Tax Administrators (CATA); Organization for Economic and Co-operative Development (OECD); Centro Interamericano de Administradores Tributarios (CIAT).

RCT/LIA-081

Provincial Information

Description: Information on dealings with the Department of Finance, provincial governments, and other divisions within the Department on the administration and interpretation of the law, collection agreements and changes to provincial law. *Topics:* Exchange of information with provinces regarding individual taxpayers; interpretation of federal and provincial income tax acts; provincial budget changes, proposed and enacted; interpretation of collection agreements; administration of collection agreements.

RCT/LIA-086

Changes to International Provisions of the Income Tax Act

Description: Information on recommendations for changes to various provisions of the *Income Tax Act*, e.g., provisions covering income of non-resident persons and shareholders of certain corporations not resident in Canada. *Topics:* Files on proposed changes to the Act such as Part XIII (Sections 212-217), dealing with the taxation of income earned in Canada by non-resident persons (interest, dividends and royalties). The provision for foreign tax credits in Section 126 and the provisions dealing with residents in Section 250 are further examples.

RCT/LIA-091

Social Security Agreements

Description: Information on the negotiation of social security agreements with Quebec and foreign governments in conjunction with Health and Welfare Canada, and the implementation of these agreements. Canada has social security agreements with France, Greece, Italy, Jamaica and Portugal. *Topics:* Negotiations of the agreements; implementation of the agreements.

RCT/LIA-101

Mathematical Tax Models — Operation and Control

Description: Information on the objectives, work, duties and responsibilities of the various tax model work groups; tax model sample selection schemes; computer database files and record layout; computer program documentation; computer simulation system documentation; and data transcription instructions. *Topics:* Administrative workload and processing model; tax return processing simulation model; personal taxation simulation model; corporation taxation simulation model; transcription instructions; techniques to prevent the release of identifiable taxpayer information; corporate, individual and family database files; operational computer programs; sampling techniques.

RCT/LIA-106

Statistics — Operation, Control and Release of Data

Description: Information on the objectives, work, duties and responsibilities of the various work groups tabulating statistics; computer program documentation and design; sample designs, data transcription techniques and instructions; database files and record layouts; requests for and releases of data; and data tabulations compiled. *Topics:* Statistics on individuals with various breakdowns by age, sex, occupation, and geographic region; corporation income statistics; trusts and charitable organization statistics; requests for and releases of statistical information by source, personal, corporation and family sample files; statistical sample designs for collecting statistics listed above; listings of agencies legally entitled to taxation data; releases of taxation data to federal and provincial agencies; monthly and quarterly tax collection and tax filing reports; internal administrative statistics on assessments, audits, and post-assessing projects.

RCT/LIA-111

Statistical Services to the Department

Description: Information on forecasts of expected filing patterns of individual income tax returns, and on statistical schemes and consulting services provided to divisions in the Department. *Topics:* Consulting services provided to the Department; statistical services provided to the Department.

RCT/LIA-116

Operations Research Studies

Description: Information on the statement of a problem, method of approach, and the mathematical and operations research techniques involved in each study; summary of data requirements, design and procedures required to perform each study; system analysis; design and programming documentation to process data of each study; and data analysis, reports, data files and correspondence produced during each study. *Topics:* Planning process studies; effectiveness studies; work optimization studies; workload and file selection studies; profile analysis; trend analysis studies.

RCT/LIA-117

Registered Pension and Deferred Income Plans

Description: Information on the registration, audit and approval of amendments to employees' pension plans (EPPs), deferred profit sharing plans (DPSPs), education savings plans (RESPs), supplementary unemployment benefit plans (SUBPs), retirement savings plans (RRSPs), retirement income funds (RRIFs); registered investments (RIs); approval of special payments to employee pension plans; and the development of forms and information circulars. *Topics:* Research and subject files on specific provisions concerning EPPs, DPSPs, RESPs, SUBPs, RRSPs, RRIFs and RIs (contain letters to and from taxpayers); administrative and organizational practices for processing applications for registration and amendments to plans; instructions for the audit of registered pension and deferred income plans; instructions for completing style letters; development and amendment of forms; development and amendment of information circulars.

RCT/LIA-118

Charitable Organizations

Description: Information on the registration and audit of charities and Canadian amateur athletic associations; review of information returns, special ministerial approvals and designations; applications under the Canada-U.S. Reciprocal Tax Convention; submissions from educational institutions and universities both inside and outside Canada; and the development of forms, information circulars, and pamphlets. *Topics:* Research and subject matter files on various matters dealing with charity and amateur sports (contain correspondence with taxpayers, transcripts of court cases); directives on processing applications for registration; instructions for completing style letters; instructions for the audit of charities; instructions for completing computer transcripts; development and amendment of forms; development and amendment of information circulars; returns of information regarding charitable organizations (T3010) and amateur athletic associations (T2052).

RCT/PSB-121

Assessing and Inquiries Programs — Budget Co-ordination

Description: Information on program forecasts and budgets of assessing operations in head office, district offices and taxation centres; development and implementation of work and quality standards and of production and resource-utilization systems; review of field operations, organizational structures and job descriptions. *Topics:* Liaison with other departments and head office divisions; manpower resource allocation and utilization directives to field offices; budgets and programs — forecasts, allocations, results, evaluation and systems; organizational structures of district offices and taxation centres as well as related job descriptions.

RCT/PSB-126

T1 Individual Income Tax Returns — Initial Assessment Program

Description: Information on the planning, control and monitoring of the T1 initial assessment programs; the publication of the T1 (individual tax return) Return Tax Form and related schedules; systems, procedures and policies designed to verify the accuracy of individual returns and to issue notices of assessment. *Topics:* Estimates and budgets; evaluation reports; person-year utilization; functional audits; operational and administrative communications to and from field operations, head office divisions and other departments; tax preparers and issuers of receipts form approvals; consultations, negotiations and proposals on provincial taxes, rebates, royalties and credits; T1 initial assessment and reassessment system — computerized and manual; job descriptions; organizational structures.

RCT/PSB-131

T1 Individual Income Tax Returns — Reassessment Program

Description: Information on the planning, control and monitoring of T1 individual income tax returns reassessment programs; systems, procedures and policies established for determining necessary adjustments to previously assessed individual tax returns and for issuing notices of reassessment. Adjustment may result from additional information submitted by taxpayers or from further verification of returns initiated by the Department. *Topics:* Estimates and budgets; evaluation reports, person-year utilization; functional audits; operational and administrative communications to and from field operations, head office divisions and other departments; T1 compliance verification systems — computerized and manual; consultations and negotiations with provinces on the verification of provincial taxes assessed, rebates, royalties and credits for individuals; job descriptions; organization structures.

RCT/PSB-136

T2 (Corporate) Initial Assessment Program, T2 (Corporate) Reassessment Program

Description: Information on the planning, control and monitoring of T2 (corporate tax returns), assessment and reassessment programs; systems, procedures and related policies designed to check the accuracy of corporation returns, to determine adjustments required and to issue notices of assessment or reassessment. *Topics:* T2 assessment and reassessment — computerized and manual; T2 compliance — verification system — computerized and manual; directives to field offices on the interpretation of policies and procedures; operational and administrative communications with field offices, head office divisions and other government departments; reports evaluating field offices; assessment and reassessment of T2 returns; consultations and negotiations with provinces on the administration of proposed legislation and on the assessment and post-assessment verification of provincial taxes, rebates, royalties, and credits for corporations.

RCT/PSB-139

T3 Trust Income Tax Returns, Special Elective Returns, and Petroleum and Gas Revenue Tax Returns (New)

Description: Information on the planning and implementation of national mandatory programs involving the examination, assessment, reassessment and processing of T3 General Trust Returns (T3s), Special Elective Returns (SERs) and Petroleum and Gas Revenue Tax Returns (PGRTRs); development of manual systems of procedures, policies, instructions and internal or taxpayer contact forms to process these returns, and reports on their progress and results; design, content and format of the returns, schedules, supporting forms and instructional guides. *Topics:* T3, SERs, PGRT assessment and reassessment, manual verification and processing systems; directives to field offices on policies and procedures; operational and administrative communications with field offices, other Head Office divisions and other government departments.

RCT/PSB-141

Inquiries and Taxpayer Assistance Program

Description: Information on the planning, control and monitoring of information programs on T1 (individual), T2 (corporation) and T3 (trust) income tax returns; the publication of guides, circulars and booklets for use by the general public; administrative policy and technical interpretations. *Topics:* Administrative application of interpretations of the *Income Tax Act* concerning reporting requirements for individuals, corporations and trusts; consultations with provinces on the content of information materials concerning provincial taxes, rebates, royalties and credits, both for public and departmental use; estimates and budgets; evaluation reports; person-year utilization; functional audits; suggestions for improvements to guides and booklets; administrative and operational communications to and from field operations; job descriptions; organization structures.

RCT/PSB-171

Registry Programs and Procedures

Description: Information on the planning, control and monitoring of programs related to the taxpayer master file system and subsidiary systems; on storage and retrieval of returns through the on-line computerized charge-out system; on the internal file service to district offices and taxation centres; and on the security of returns and on-line data. *Topics:* Individual taxpayer master file system (TAPMA), RCT/P-PU-040, which includes the following applications: Income and Deductions (INCDED), TAPMA Ident, forward averaging amounts, refund cheque number, Summary of T1 Data, Intercept Display, Income and Deduction Print (INCDED), TAPMA Print; Action Request — Delinquent Action, Set (or Down) Intercept, Set (or Down) RAP Inhibit, Select TAMPA Master for on-line display, Set (or Delete) CINDAC Stall Code; T1 Alpha Search Taxroll plans and programs; Social Insurance Number Query Program; discounters; refund inquiries and tracing; public and internal forms review; security; the National Archives of Canada (NARC) liaison; confidentiality of income tax returns.

RCT/PSB-176

T2 and Information Returns

Description: Information on the planning, control and monitoring of programs related to the corporation master file system; on filing requirements and processing procedures for third party information returns; corporation master file system (CORPAC); on storage and retrieval of returns through the on-line computerized charge-out system and security of on-line data. *Topics:* T2 Alpha Search; T2 Creates; T2 Auto Creates; amalgamations; dissolutions; surname; filing requirements and policy relative to late filing penalties on information returns (T3 trust), T3D deferred profit sharing plan or revoked plan information return and income tax return, T3P employees pension plan information return and income tax return, T3S supplementary unemployment benefit plan information return and income tax return, T3H-IND registered home ownership savings plan individual information return and income tax return, T3R-IND registered retirement savings plan individual information return and income tax return, T3-RIF-IND registered retirement income fund individual information return and income tax return, T3RI registered investment information return and income tax return, T4PS return of allocations and payments under employees' profit sharing plan, T1-CP return regarding certified feature productions and certified short productions and T5 summary return of investment income, petroleum and gas procedures, tax returns (PGRT1 and PGRT5) filing requirements; use of social insurance numbers; record rescheduling, third party information; MURBs; microform control.

RCT/PSB-181

Non-Filers or Late Tax Filers

Description: Information on computerized programs for action against delinquent taxpayers; the objectives, work, duties and responsibilities of the Identification and Compliance Unit;

interdepartmental referral selection and investigation of late and non-filers; special projects; matching third-party information to income tax returns for the purpose of verifying income. *Topics:* Delinquent action — individuals and corporations, application of penalties for gross negligence (sub-section 163(1) of the *Income Tax Act*), assessments raised under subsection 152(7) of the *Income Tax Act*, bankrupt filers, computerized delinquent action system (DELPAC) and late and non-filer reporting system, prosecution for failure to file income tax returns, special delinquency action projects, identification of non-filers, methods of obtaining compliance, and non-filers reporting system, other third-party information sources.

RCT/PSB-187

Coverage Policy and Legislation

Description: Information on departmental policy and procedures in all areas pertaining to coverage under the *Canada Pension Plan* and *Unemployment Insurance Act* and under the Administrative Arrangement related to the Social Security Reciprocal Agreements; operational and administrative guidance to field offices; research on Canada Pension Plan and Unemployment Insurance legislation; provisions of the *Income Tax Act* concerning source deductions and related regulations; planning and development of tax, *Canada Pension Plan* and unemployment insurance tables. *Topics:* Taxability, pensionability and insurability of payments and status of individuals and employers; records of earnings and reports on monitoring visits and statistics; tax and *Canada Pension Plan* and unemployment insurance tables.

RCT/PSB-188

Source Deductions

Description: Information on the planning and development of payroll audit policy and procedures; operational and administrative guidance to field offices; development of departmental internal and public forms and transcripts; monitoring procedures, techniques and statistical data; review of computer-based operational processing systems including IPS (Information Processing System); development of administrative and enforcement policy and procedures for all deductions at source (manual or computerized). *Topics:* Data relating to prosecutions (failure to remit deductions at source); processing and verification of information returns; source deductions programs; payroll audits; withholding, remitting and reporting; monitoring of source deductions activities; operational and administrative communications to field operations.

RCT/PSB-189

Technical Research and Non-Resident Tax

Description: Information on the technical application of interpretations regarding benefits and allowances under the *Income Tax Act*, and application of the *Income Tax Act* as it pertains to non-residents; recommendations for legislative changes; technical and administrative guidance to field offices; development of departmental, internal and public forms. *Topics:* Taxability of benefits and allowances; projects and enquiries (internal and public); technical application of the *Income Tax Act* as it pertains to non-residents and of Income Tax Regulation 105 as it applies to non-residents rendering services in Canada under Part I of the Act; summary of remuneration paid (T4-T4A return); return of amounts paid or credited to non-residents of Canada (NR4-NR4A return); information return — fisherman (T4F return); returns of allocations and payments under employee profit-sharing plan (T4SP).

RCT/PSB-190

Collections

Description: Information on the planning and development of work programs; policies and procedures dealing with delinquent taxpayers' accounts; development of departmental internal and public forms and transcripts; monitoring procedures and techniques, and statistical data; review of computer-based operational processing systems; information on the technical application of the interpretations regarding collection of income tax, *Canada Pension Plan* contributions, unemployment insurance premiums and non-resident tax remittances. *Topics:* Collection cases (individual and corporate); statistics (computer data on computer-based systems, e.g. PAYDAC, CINDAC, CORPAC); Auditor-General queries; case law; demands for payments; collection programs; collections (general matters pertaining to collection of accounts); federal acts affecting collection techniques; collection and control of petroleum and gas revenues and/or royalties subject to taxation; monitoring of collections activities; uncollectable debt reviews.

RCT/PSB-191

Taxation Corporation Assessing, Accounting and Collections Master File (CORPAC) (New)

Description: Information on assessing and accounting for corporate taxpayers. The ongoing master file is updated continuously. At year-end, inactive records are purged and maintained on a microfilm for historical purposes. *Topics:* Computerized tax remittances from corporations; assessment and reassessment and accounting data for specific tax years; statistical information.

RCT/PSB-192

Revenue Programs

Description: Information on the development and implementation of accounting and revenue-control systems for corporate, individual, trust, resident and non-resident accounts; information contained in the general and subsidiary ledgers; systems and procedures for calculating and reporting interest; accounts receivable, including cash payments of tax and refund and assessments; instalment payments; prepayments of child tax credits; evaluation of programs and monitoring of operational units. *Topics: Family Orders and Agreements Enforcement Assistance Act* pertaining to the withholding of overpayments issued under sections 164 and 216 of the *Income Tax Act* and the transfer of such funds to the Department of Justice when so advised; related computer and manual operations; correspondence with taxpayers and the Department of Justice; the *Income Tax Act* and the *Petroleum and Gas Revenue Tax Act* pertaining to the calculation of interest and penalties; refunds, interest and penalties (correspondence with taxpayers); payment of tax (correspondence with taxpayers); monitoring visit reports; computer operations — general, reports and source documents on processing of financial transactions; matters pertaining to various aspects of operations.

RCT/PSB-193

Audit Programs — Planning, Development and Control of Programs; Resource Allocation

Description: Information on audit organization, objectives, coverage, work programs, allocation of resources and budget preparation, as well as administrative policy. *Topics:* Planning and development of national audit programs; allocation of resources and budget preparation; instructions for processing completed audits and recording results; district office organization for audit positions; liaison with other head office divisions and district offices; tax statistics and corporate histories of public corporations; audit statistics of large corporations.

RCT/PSB-196

Audit File Selection and Computer Application

Description: Information on the planning and control of national audit file selection programs; computer-based audit selection systems (COMSCREEN); computerized audit reporting systems; program tests in district offices and assistance provided to audit on computer applications; computer-assisted audit programs. *Topics:* Selection of files for audit by manual screening; selection of files for audit by computer screening; development of computerized file selection methods; comparative analyses of computer and non-computer selection processes; planning development and control of computer systems for recording audit results (T20ST system); statistical sampling techniques for use on tax audits; computer-assisted audit techniques.

RCT/PSB-201

Non-compliance Research — Audit Projects Development and Co-ordination

Description: Information on the reporting and co-ordination of audit projects on a national scale; research and identification of areas suitable for project activity; development of sources of information; collection, analysis, evaluation and dissemination of economic data on specific groups or classes of taxpayers; authorized exchanges of information. *Topics:* Audit techniques on specific projects; information on the results of each project on a national, regional and district office basis; sources and types of information; exchanges of information with other government institutions.

RCT/PSB-206

Audit Quality Review and Technical Inquiries

Description: Information on the review of completed audits by district offices to ensure high-quality audits; special studies to monitor assessed returns to ensure uniform application of the legislation administered by the Department. *Topics:* Analyses of auditors' reports; studies to detect trends in audit approaches and techniques; evaluation of review procedures in district offices.

RCT/PSB-211

Audit Operations Evaluation

Description: Information on audit production reports; analysis of audit results; and evaluation of district office audit operations. *Topics:* Evaluation criteria; functional audits and reports; statistical analyses of audit production reports; follow-up of management audit reports relating to audit operations.

RCT/PSB-216

Audit Research

Description: Information on the development of guidelines and techniques used to audit individuals, trusts, plans, business operations and specialized industries. *Topics:* Audit techniques for small, medium and large businesses; studies of specific industries and industry-wide tax audits; inter-company pricing referrals; industry specialist program.

RCT/PSB-221

Technical Applications, Reassessing Policies and Procedures

Description: Information on audit policy and procedures; the technical application of interpretations of the *Income Tax Act* and Regulations and departmental policy affecting the audit of income tax returns of corporations, trusts and self-employed individuals; technical enquiries received from district offices and taxpayers. *Topics:* Information on specific applications governing the reporting of revenue, costs, expenses and allowances by corporate and unincorporated businesses; operational and administrative communications to field operations; analysis of enquiries on the application of legislation.

RCT/PSB-226

Audit Publications

Description: Information on the preparation, co-ordination, publication and maintenance of manuals, handbooks, guidelines and other directives for the Audit Directorate; planning, development and presentation of technical training courses and seminars. *Topics:* Specific research files on each Taxation Operations Manual, handbook, information circular, branch letter, communiqué, and public and internal forms relating to audit; specific files on training courses and seminars; indexed reference manuals, handbooks and publications to sections of the *Income Tax Act* and Regulations; departmental policy.

RCT/PSB-231

Business Equity Valuations and Real Estate Appraisals, Succession Duties; Estate Taxes

Description: Information on valuation and appraisal policy, procedures, budgets, work programs, and technical, operational and administrative guidance to field offices. *Topics:* Miscellaneous programs and special projects; administrative and operational practices pertaining to file selections, reviews, appeals and tax calculations; operational and financial data with certain applications including landbanks; technical application of interpretations relating to valuations, appraisals, estate tax and succession duties for individual cases; provincial assessment information.

RCT/PSB-256

Tax Avoidance

Description: Information on the objectives, duties and responsibilities of the tax avoidance section; on tax avoidance schemes and arrangements; on the referral, selection, investigation and appeal of cases; on case material; and on jurisprudence arising from case trials. *Topics:* Tax avoidance — general; rejected referrals; reserves; offshore companies; inter vivos trusts; motion picture films; videotapes; leverage leasing; resource industry financing; income splitting; loss companies; cattle-feeding operations; dividend stripping; developer/agencies; control from Canadian residents to non-residents; registered retirement savings plans (RRSPs); interest income and dividends; offshore insurance tax havens; professional sports; commissions to non-resident agents; management and personal corporations; multi-unit residential buildings (MURBs); commodity futures — straddles; selective dividends on special shares and artificial reduction of capital gains: associated corporations; Part II Tax. (This class of records contains information relating to Personal Information Bank RCT/P-PU-035 Tax Avoidance Cases.)

RCT/PSB-261

Competent Authority Double Taxation Cases

Description: Information on the resolution of double taxation cases where both parties to a treaty may be proposing to tax the same income or have already taxed it (an effort is made to resolve the problem between the two governments pursuant to provisions in the treaty); information on international joint audits. *Topics:* Separate case files for each competent authority request; case files for each simultaneous audit.

RCT/PSB-262

Policy Formulation and Staff Development

Description: Information on Special Investigations policy, objectives and technical training for criminal investigations. *Topics:* Liaison with other departments, head office divisions and district and regional offices; policy formulation and revision; technical training in criminal investigations. (Personal Information Bank RCT/P-PU-030 Tax Evasion Cases, is applicable to the subject of technical training only.)

RCT/PSB-263

Judicial Processes

Description: Information on legal guidance related to the preparation of cases for court; case library; legal interpretations and jurisprudence arising from trials. *Topics:* Liaison with district offices and Department of Justice; court rulings and judgements; legal interpretations; review of cases; court hearings; commissions. (Portions of this class of records pertain to Personal Information Bank RCT/P-PU-030 Tax Evasion Cases). When accessing information in this class of records, please quote the "case name".

RCT/PSB-264

Programs Operations

Description: Information on technical assistance to district offices on special investigations; case development and file review; search warrant requests; compliance projects; organized crime operations and publicity; and legal requirements of unnamed taxpayers. *Topics:* Liaison with provincial and foreign governments, federal departments, head office divisions and district offices; case files and reports; co-ordination of special investigations projects; search authorities and retention orders; voluntary disclosures and informants' tax leads; financial information (in district offices) relating to criminal illegal activities; publicity on completed investigations. (All records in this class, except for publicity on completed investigations, pertain to Personal Information Bank RCT/P-PU-030 Tax Evasion Cases.) When accessing information contained in this class of records, please quote the "case name".

RCT/PSB-265

Management Services

Description: Information on Special Investigations coverage and work programs; production reports; statistical analysis of the special investigations activity and evaluation of district office operations. *Topics:* Liaison with other head office divisions and district offices; information and measurement systems; special investigation evaluation, results and statistics; production control.

RCT/PSB-267

Research Operations

Description: Information on technical, financial and statistical compliance research projects. *Topics:* Liaison with federal, provincial and foreign governments; data accumulation, interpretation and application to project requirements; recommendations for statutory revisions.

RCT/PSB-268

Compliance Research

Description: Information on policy and objectives for a research program on compliance with the requirements of the *Income Tax Act*. *Topics:* Liaison with other departments and organizations, public and private; policy formulation and revision.

RCT/PSB-269

Electronic Data Processing Requirements

Description: Information on the co-ordination of the planning efforts of the Systems Directorate; the procurement of departmental electronic data processing equipment; and the provision of training related to electronic data processing for programmers, analysts and computer operators. *Topics:* Data capture/enquiry devices management systems; directorate planning; systems requirement form administration; training policy and arrangements in general; departmental training; external training; in-house training; electronic data processing supplier contracts and supplier correspondence.

RCT/PSB-271

Computer Operations

Description: Information on computer hardware (the various computer components); operation of computer equipment and the administrative procedures used within the Computer Services Division. *Topics:* Procedure manuals for data control; tape library; computer room security; scheduling; administrative computer operations; computer output microfilm operations; Taxation Centre computer operations; production control and IBM/AMDHAL operations.

RCT/PSB-276

T1 (Individual Income Tax Return) Processing

Description: Information on the development, implementation and maintenance of EDP (electronic data processing) systems and procedures designed to determine the accuracy of T1 individual income tax returns and related schedules initially submitted by taxpayers, and of adjustments resulting from additional information supplied by the taxpayer or from verification initiated by the Department; issuing of notices of assessment or reassessment. *Topics:* Operational and administrative communications with various head office divisions that have functional authority for the systems developed for them; computerized and manual T1 (individual income tax returns) initial assessment, reassessment and compliance verification systems; direct data entry (DDE); Taxation taxpayer master file (TAPMA) (Personal Information Bank RCT/P-PU-040); Taxation social insurance number information (Personal Information Bank RCT/P-PU-040); Taxation centralized individual accounting and collection master file (Personal Information Bank RCT/P-PU-055); financial input processing (FIP); matching discrepancy file slips.

RCT/PSB-281

Accounting and T2 (Corporation Tax Return) Processing

Description: Information on the development, implementation and maintenance of all departmental electronic data processing accounting systems and procedures, as well as T2 corporation tax return processing and gasoline excise tax return processing. *Topics:* Operational and administrative communications with the various head office divisions that have functional authority for the systems developed for them; computerized and manual (PAYDAC) deductions at source from individuals for income tax, *Canada Pension Plan* and unemployment insurance; computerized and manual quarterly tax remittances from both individuals and corporations, and collection action on tax owing; initial assessment and reassessment of corporation tax returns (T2 corporation master file).

RCT/PSB-286

T1 (Individual Income Tax Return) Databases

Description: Documentation in the form of database schemas, models and descriptions applicable to databases for T1 individual income tax return processing systems, financial input processing, and RAPID databases, as well as on-line program technical and quality assurance records. *Topics:* DDE — direct data entry systems; FIP — financial input processing; RAPID — rapid information for districts database; Personal Information Bank RCT/P-PU-045; database administration; quality assurance; common facilities; other miscellaneous programs.

RCT/PSB-291

General Sector and Information Centre

Description: Documentation of several taxation data and information processing systems and the Information Centre, as well as technical programming standards and guidelines. Documentation is principally in the form of program listings and run books intended to support maintenance and operation. *Topics:* Information processing system (IPS) — T4 data capture; RAPID — rapid information for districts; enquiry programs for field offices into on-line tax data; Infocentre — development project to facilitate end-user access to data; technical services — use of programming techniques and utilities; operational record of file back-ups; library changes and also mass storage requirements; special projects — miscellaneous systems and programs such as Personal Information Bank RCT/P-PU-100 Taxation Centres Recruiting System.

RCT/PSB-296

Information Systems

Description: Information on the development, implementation and maintenance of a wide range of departmental information and administrative EDP (electronic data processing) systems (mainly statistical in nature), which are intended to enhance management effectiveness. In addition, a system is provided to give field personnel direct on-line access to computer-based accounting, assessment and personnel files. *Topics:* Operational and administrative communications to and from the various head office divisions that have functional authority for the systems developed for them; computerized and manual management information systems; personnel and leave systems; gas tax rebate system; and T4 and other information slip systems.

RCT/APP-300

Programs Management

Description: Information on policies, procedures, budgets, work programs and statistical controls, as well as the monitoring and evaluation of district office and taxation centre appeals divisions. *Topics:* Program and activity structure; delegation of authority; communications to field offices; work programs; training; budgets; work flow studies; forms and form letters; statistics on intake, production, workload and resources; seminars; conferences and meetings; program performance evaluations; projects.

RCT/APP-305

Referrals — Objections

Description: Information on the research and resolution of technical and complex matters referred by district office and taxation centre appeals divisions; on procedural instructions; on projects; and on statistics on intake, production and workload. *Topics:* Procedural instructions; individual income tax returns (RCT/P-PU-005); petroleum and gas revenue tax returns (RCT/P-PU-010); corporation and trust income tax returns; adverse decisions and statistics.

RCT/APP-310

Appeals and Adverse Decisions

Description: Information on instructions and assistance to the Department of Justice on the conduct of appeals to the courts; on consideration of adverse decisions; on procedural instructions; and on statistics on intake, production and workload. *Topics:* Procedural instructions; individual income tax returns (RCT/P-PU-005); petroleum and gas revenue tax returns (RCT/P-PU-010); corporation and trust income tax returns; adverse decisions and statistics.

RCT/APP-315

Determinations and Appeals

Description: Information on determination requests related to coverage and assessments payable by employers under the *Unemployment Insurance Act* and the *Canada Pension Plan*, and income tax assessments under objection on related matters. *Topics:* File contents may include the application and reasons for appeal, related documents from the district offices, Unemployment Insurance Commission, Pension Appeals Board, Department of Justice, Tax Court of Canada, Federal Court and/or Supreme Court. *Retrievability:* Case files are created and filed by taxpayer name. (Records in this class contain information relating to Personal Information Bank RCT/P-PU-075 Appeals Regarding the *Canada Pension Plan*, and *Unemployment Insurance Act*, 1971, and RCT/P-PU-080 Appeals Regarding Insurable Employment.)

RCT/MSB-320

Revenue Reporting and Tax Analysis

Description: Information on the analysis, distribution and reporting of tax revenue, such as federal and provincial income taxes, *Canada Pension Plan* contributions and unemployment insurance premiums. *Topics:* Assessed revenue (taxes for which an assessment notice is issued), such as federal-provincial tax sharing, *Canada Pension Plan*, Unemployment Insurance, royalty tax rebates, unemployment insurance benefit repayments; settlement of tax deductions with the province of Quebec; petroleum and gas revenue tax, cash revenue, including reconciliation of direct deposits with chartered banks; foreign fund chargebacks; tax deductions settlements with the Bank of Canada; *Canada Pension Plan* and *Unemployment Insurance Act* transfer schedules; unclaimed cheque suspense account; cancelled cheques other than unclaimed cheque suspense; annual reconciliation of cash in transit; duplicate refund cheque data; accounts receivable as per public accounts; miscellaneous claims against the Crown.

RCT/MSB-901

Administration

Description: See Standard Classes of Records.

RCT/MSB-903

Administrative and Management Services

Description: See Standard Classes of Records.

RCT/MSB-905

Buildings and Properties

Description: See Standard Classes of Records.

RCT/MSB-906

Buildings

Description: See Standard Classes of Records.

RCT/MSB-907
Lands
Description: See Standard Classes of Records.

RCT/MSB-908
Utilities
Description: See Standard Classes of Records.

RCT/MSB-909
Equipment and Supplies
Description: See Standard Classes of Records.

RCT/MSB-910
Furniture and Furnishings
Description: See Standard Classes of Records.

RCT/MSB-911
Office Appliances
Description: See Standard Classes of Records.

RCT/MSB-912
Procurement
Description: See Standard Classes of Records.

RCT/MSB-914
Finance
Description: See Standard Classes of Records.

RCT/MSB-915
Accounts and Accounting
Description: See Standard Classes of Records.

RCT/MSB-917
Budgets
Description: See Standard Classes of Records.

RCT/MSB-918
Personnel
Description: See Standard Classes of Records.

RCT/MSB-919
Classification of Positions
Description: See Standard Classes of Records.

RCT/MSB-920
Employment and Staffing
Description: See Standard Classes of Records.

RCT/MSB-921
Human Resources
Description: See Standard Classes of Records.

RCT/MSB-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

RCT/MSB-923
Official Languages
Description: See Standard Classes of Records.

RCT/MSB-924
Pensions and Insurance
Description: See Standard Classes of Records.

RCT/MSB-925
Salaries and Wages
Description: See Standard Classes of Records.

RCT/MSB-926
Staff Relations
Description: See Standard Classes of Records.

RCT/MSB-927
Training and Development
Description: See Standard Classes of Records.

REVENUE CANADA TAXATION

REVENUE CANADA TAXATION
(RCT)

COMMUNICATIONS AND CORPORATE DEVELOPMENT BRANCH
(CCD)

002 Parliamentary Liaison
003 Conferences and Meetings — CORE
004 Conferences and Meetings — MACTA
005 Conferences and Meetings — CIAT
006 Departmental Programs
011 Central Agencies — Reports
016 Time and Production System
021 Field Internal Audit Programs
026 Program Evaluation
031 Internal Audit

MANAGEMENT SERVICES BRANCH
(MSB)

320 Revenue Reporting and Tax Analysis
901 Administration
903 Administrative and Management Services
905 Buildings and Properties
906 Buildings
907 Lands
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
914 Finance
915 Accounts and Accounting
917 Budgets
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

LEGISLATIVE AND INTERGOVERNMENTAL AFFAIRS BRANCH
(LIA)

036 Legislative and Intergovernmental Affairs Branch Memoranda — Research Material
037 Proposed and Enacted Amendments
038 Regulations
041 Taxation Rulings — Subject Matter Files (Primary Files)
046 Taxation Research Master Files (Secondary Files)
049 Taxation Research Master Files (Chronological File)
066 Exchange of Information under Tax Treaties
071 Tax Treaty Files
076 Other International Matters
081 Provincial Information
086 Changes to International Provisions of the Income Tax Act
091 Social Security Agreements
101 Mathematical Tax Models — Operation and Control
106 Statistics — Operation, Control and Release of Data
111 Statistical Services to the Department
116 Operations Research Studies
117 Registered Pension and Deferred Income Plans
118 Charitable Organizations

APPEALS BRANCH
(APP)

300 Programs Management
305 Referrals — Objections
310 Appeals and Adverse Decisions
315 Determinations and Appeals

REVENUE CANADA TAXATION

POLICY AND SYSTEMS BRANCH

(PSB)

121 Assessing and Inquiries Programs — Budget Co-ordination
126 T1 Individual Income Tax Returns — Initial Assessment Program
131 T1 Individual Income Tax Returns — Reassessment Program
136 T2 (Corporate) Initial Assessment Program, T2 (Corporate) Reassessment Program
139 T3 Trust Income Tax Returns, Special Elective Returns, and Petroleum and Gas Revenue Tax Returns
141 Inquiries and Taxpayer Assistance Program
171 Registry Programs and Procedures
176 T2 and Information Returns
181 Non-Filers or Late Tax Filers
187 Coverage Policy and Legislation
188 Source Deductions
189 Technical Research and Non-Resident Tax
190 Collections
191 Taxation Corporation Assessing, Accounting and Collections Master File (CORPAC)
192 Revenue Programs
193 Audit Programs — Planning, Development and Control of Programs; Resource Allocation
196 Audit File Selection and Computer Application
201 Non-compliance Research — Audit Projects Development and Co-ordination
206 Audit Quality Review and Technical Inquiries
211 Audit Operations Evaluation
216 Audit Research
221 Technical Applications, Reassessing Policies and Procedures
226 Audit Publications
231 Business Equity Valuations and Real Estate Appraisals, Succession Duties; Estate Taxes
256 Tax Avoidance
261 Competent Authority Double Taxation Cases
262 Policy Formulation and Staff Development
263 Judicial Processes
264 Programs Operations
265 Management Services
267 Research Operations
268 Compliance Research
269 Electronic Data Processing Requirements
271 Computer Operations
276 T1 (Individual Income Tax Return) Processing
281 Accounting and T2 (Corporation Tax Return) Processing
286 T1 (Individual Income Tax Return) Databases
291 General Sector and Information Centre
296 Information Systems

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
REVENUE CANADA (TAXATION)
HEAD OFFICE
OTTAWA, ONTARIO
K1A 0L8

Chapter 95

ROYAL CANADIAN MINT

A. GENERAL INFORMATION

Historical Background

The Ottawa Mint was originally established in 1908 as a branch of the Royal Mint of London, England. On December 1, 1931, an Act of Parliament established the Royal Canadian Mint as a branch of the Department of Finance. On April 1, 1969, the Mint became a Crown corporation reporting to Parliament through the Minister of Supply and Services. New legislation passed in December 1987 marked the Mint's reclassification as a Schedule C-II Crown corporation. Its head office is in Ottawa, Ontario. Its two plants are located in Ottawa and Winnipeg, Manitoba.

Responsibilities

The Mint's primary purpose is to produce and arrange for the production of coins of the currency of Canada. It also competes on the world market for contracts to produce circulating and numismatic coins and other devices for foreign countries. In addition, the Mint produces medals, tokens, and trade dollars for government departments and private firms. The Mint also operates a refinery to melt, assay and refine gold, platinum, silver and other metals.

Legislation

- Currency Act (Part I)
- Royal Canadian Mint Act

Organizational Units and their Role

OFFICE OF THE MASTER OF THE MINT

The executive control is vested in the Board of Directors. The principal officer of the Mint is the Master (president and chief executive officer), who is also a member of the Board of Directors. The Master is supported by a vice president for each of four divisions: Administration and Finance, Human Resources, Marketing, and Manufacturing.

MARKETING

Marketing Division

This division is responsible for planning, organizing and directing sales of Mint products and services in both domestic and foreign markets. It develops sales strategies and marketing activities, prepares sales forecasts and is responsible for obtaining the necessary contracts to keep the Manufacturing Division working at full capacity. Another aspect of the Marketing Division is the research and development function, which surveys and reports on present and future markets for Mint products and services. The Division is comprised of four units: Communications, Foreign Coin Products and Refinery Services, Canadian Numismatic Products, and Precious Metal Products.

Foreign Coin Products and Refinery Services

This unit is responsible for the procurement of contracts from foreign countries for the supply of their circulation and numismatic coinage as well as for the gold-refining services offered in Canada and around the world.

Precious Metal Products

This unit is responsible for the continuing development, marketing and sales of the Bullion Program, as well as the purchasing of precious metal bullion products.

Communications

This unit plans, organizes and directs the Mint's public information program. It informs the public on policies and programs of the Mint, supervises media relations nationally and internationally, and is responsible for the compilation, editing and publishing of the Royal Canadian Mint Annual Report. It conducts research and development activities in support of the Division's marketing initiatives.

Canadian Numismatic Products

This unit plans, organizes and directs all Canadian numismatic programs and sales by developing short and long range objectives. It develops and recommends marketing policies for Mint products, and assists in the national and international promotion of Canadian numismatic programs. It has direct, world-wide liaison with coin distributing agents and dealers, and co-ordinates the coin design program for each new Canadian numismatic coin. The Unit is also responsible for the acquisition of contracts for the manufacture of medals, trade dollars, tokens, and other devices, as well as the advertising campaigns for the Canadian numismatic programs.

MANUFACTURING

Manufacturing Division

This division produces Canadian circulation coinage and Canadian numismatic coins for sale to collectors. Foreign circulation and numismatic coins are also produced, as well as medals and trade dollars, all under a competitive bidding process. The Division keeps astride of new developments in metals and metal alloys and their possible applications to coinage. It co-ordinates research and liaison with the Association for the Blind, coin-vending machine companies, and the general public whenever a change in size, weight or metal content of circulating coinage is being considered. In addition, the Ottawa plant operates the Mint's refinery, which refines precious metal for mines, jewellers, banks and other institutions, both Canadian and foreign.

Engineering Services

The **Head Office** unit provides advice on equipment and maintains liaison with the Department of Public Works for some utilities, and with outside contractors for repairs and alterations to buildings. It proposes plans, specifications and drawings for equipment fabrication and purchase, designs toolings required in manufacturing and provides product specifications.

The **Plant** unit is responsible for the maintenance, repairs and installation of equipment, as well as building repairs and services, including janitorial. It is also responsible for the manufacture of coining dies, dollars and tooling.

Engraving

This unit prepares and uses supplied designs for coins, medals, tokens and other Mint products. It models, photographs, etches, casts and produces matrixes from which master punches are made to produce required working dies. All master tooling is engraved with artistic excellence and precision to ensure the high quality of the final product.

Mint Office

This unit receives, weighs and records incoming shipments of rough gold, platinum and silver bullion, which are then sent to the refinery. The bullion is refined and assayed, then returned to the Mint Office where the data of the assay report is recorded, charges for the refining are calculated, and the metal is either stored or returned to the owner.

Production

The production of coin is divided between the Ottawa and Winnipeg Plants. The Winnipeg Plant has sole responsibility for producing Canadian circulating coin and also fills contracts for foreign circulating coin. In addition, this branch receives worn and mutilated Canadian circulating coins and returns them to the original metal supplier for melt-down. The Ottawa Plant produces medals, tokens, trade dollars and other devices, foreign numismatic coins, Canadian numismatic gold and silver coins, the Gold Maple Leaf bullion coins, and coins for special commemorative programs such as the Olympics. This plant also produces the gold and silver blanks used in making the numismatic coins.

Quality Assurance and Assay

The **Quality Assurance Unit** maintains quality standards and performance of equipment; ensures that all incoming materials meet standards and specifications; inspects all work-in-progress and finished articles to control the quality of the products of the Mint; and performs metallurgical investigations in the heat treating of different metals.

The **Assay Division** performs assays of bullion, scrap jewellery, fine gold, fine platinum, fine silver, alloyed silver and gold coins, coinage bars, refinery sweeps, commercial gold, platinum and silver under the *Precious Metals Marking Act* and of suspect counterfeit coins.

The **Analytical Laboratory** performs chemical and metallurgical analyses and assists other divisions with problems of an analytical nature; prepares and standardizes gold, platinum and silver trial plates; and processes control work on the production of coins.

Refinery

This unit refines mined bullion and placer gold, jewellery scrap and other gold and silver bearing materials received from Canadian and other sources. The refined gold and silver are turned into trade bars or granules. The Refinery also makes cast bars for the various medal and coin programs. As well, recycled metals from the blanking and coin-making operations are remelted or refined.

Manuals

- Corporate Policies Manual
- Financial Reporting and Coding Manual
- Procedures Manual — Administration and Finance

Additional Information

Requests for further information about the Royal Canadian Mint and its various programs and functions may be directed to:

Communications Section
Royal Canadian Mint
320 Sussex Drive
Ottawa, Ontario
K1A 0G8
(613) 993-2239

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Human Resources Division
Royal Canadian Mint
320 Sussex Drive
Ottawa, Ontario
K1A 0G8
(613) 993-1795

Reading Room

The Royal Canadian Mint Library has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: 320 Sussex Drive, Ottawa, Ontario.

Classes of Records

RCM/MRD-006
Research and Development
Description: Research reports on present and future markets for Mint products and services. *Topics:* Studies; reports; surveys.

RCM/MRD-011 *Formerly identified as:* RCM/INM-011
Foreign Contracts
Description: Information on the procurement and fulfillment of contracts with foreign countries for the manufacture of their domestic coin and numismatic products. *Topics:* Commemorative and domestic coins; special coin programs.

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RCM/MRD-015 *Formerly identified as:* RCM/PMP-015
Maple Leaf Bullion Coins
Description: Information on the manufacture of the Maple Leaf bullion coins and the promotion of this special program. *Topics:* Advertising; marketing; production; retailing; sales.

RCM/MRD-020 *Formerly identified as:* RCM/INM-020
Refinery Sales
Description: Information on negotiations with Canadian and foreign mines and precious metals dealers for contracts for the Royal Canadian Mint refining services. *Topics:* Gold and silver bullion; gold bars; granulated gold and silver.

RCM/MRD-025 *Formerly identified as:* RCM/COM-025
Communications
Description: Information on the administration of public affairs and relations; publicity both nationally and internationally. *Topics:* Exhibits; fairs; films and slides; photographs; portable displays; press conferences; press releases; launches; annual reports; reports and surveys.

RCM/MRD-030 *Formerly identified as:* RCM/CNP-030
Canadian Numismatic Products
Description: Information on the design, marketing and distribution of Canadian numismatic products; transactions between the Mint and its distributing agents and dealers. *Topics:* Canadian and foreign distributing agents and dealers; contract cost comparisons; requirement forecasts; sales records; correspondence with Canadian artists; coin designs; coin design competitions. and verification of shipment.

RCM/MRD-031 *Formerly identified as:* RCM/CNP-031
Numismatic Orders Processing
Description: Records on the reception and processing of direct mail orders for Mint processes. *Topics:* Orders fulfillment, distribution and verification of shipment.

RCM/MRD-035 *Formerly identified as:* RCM/CNP-035
Advertising
Description: Newspaper and magazine advertisements; marketing and advertising firms used to advertise and promote Canadian numismatic coin programs worldwide. *Topics:* Advertisements; cost comparisons; budget; brochures; posters; counter cards.

RCM/MRD-036 *Formerly identified as:* RCM/CNP-036
Patent Rights
Description: Patent rights and registrations, studies and surveys. *Topics:* Patent rights and licences, permission to use copyright material; counterfeit coins; defacement of coins; coin facsimiles; reports and surveys.

RCM/MRD-037 *Formerly identified as:* RCM/CNP-037
Medals, Tokens and Other Devices
Description: Information on contracts for the manufacture of medals, trade dollars, tokens and other devices. *Topics:* Medals; medallions; trade dollars; tokens; jewellery plaques; paperweights.

RCM/MAD-045
Metals and Alloys Research
Description: Information on the use of metals, precious metals, and alloys in the production of Mint products; updates on new alloys and their possible applications to Mint products.

RCM/MAD-050 *Formerly identified as:* RCM/PRD-050
Coins
Description: Daily ledgers on the cutting and weighing of the blanks; striking and processing domestic and numismatic coins. *Topics:* Melting; rolling; blanking; rimming; annealing; striking; examining; telling.

RCM/MAD-051
Circulating Coinage
Description: Information concerning changes in circulating coinage and its impact on the economy, business and the public. *Topics:* Changes in alloys and specifications, surveys and reports.

RCM/MAD-060 *Formerly identified as:* RCM/ENS-060
Technical Engineering
Description: Information on the design, construction and maintenance of machines and tooling implements; repairs and alterations of buildings; product specifications; plans and drawings.

RCM/MAD-061 *Formerly identified as:* RCM/ENS-061
Plant Engineering
Description: Information relating to repairs and maintenance of machinery and equipment, utilities, building renovations and maintenance, and the manufacture of dies and tooling used in the minting processes. *Topics:* Trades such as carpentry, blacksmithing, electrical, plumbing, tool and die making.

RCM/MAD-065 *Formerly identified as:* RCM/ENG-065
Design Engraving
Description: Information on methods and procedures used in the inscription or ornamentation of prints or designs upon hard surfaces to produce models, master matrices and master punches which are later used in the striking of coins, medals, etc. *Topics:* Badges; coins; dies; drawings; equipment; medals; metrication; symbols.

RCM/MAD-075 *Formerly identified as:* RCM/MIN-075
Precious Metals
Description: Information on the procedures for receiving and processing precious metal bullion and co-ordinating bullion transactions between the Mint and mines, jewellers and manufacturers. *Topics:* Gold, platinum and silver receiving; fine gold, platinum and silver storage; shipping of fine products.

RCM/MAD-080 *Formerly identified as:* RCM/PRD-080
Vault and Shipping
Description: Inventories and control of issue of finished numismatic coins and coin sets; assembling, packaging, and shipping of numismatic products.

RCM/MAD-085 *Formerly identified as:* RCM/PRD-085
Canadian Circulating Coin
Description: Control and issue of Canadian circulating coin to banks on instruction from the Bank of Canada.

RCM/MAD-090 *Formerly identified as:* RCM/PRD-090
Worn and Mutilated Coin
Description: Shipments of fused and mutilated coin received from banks.

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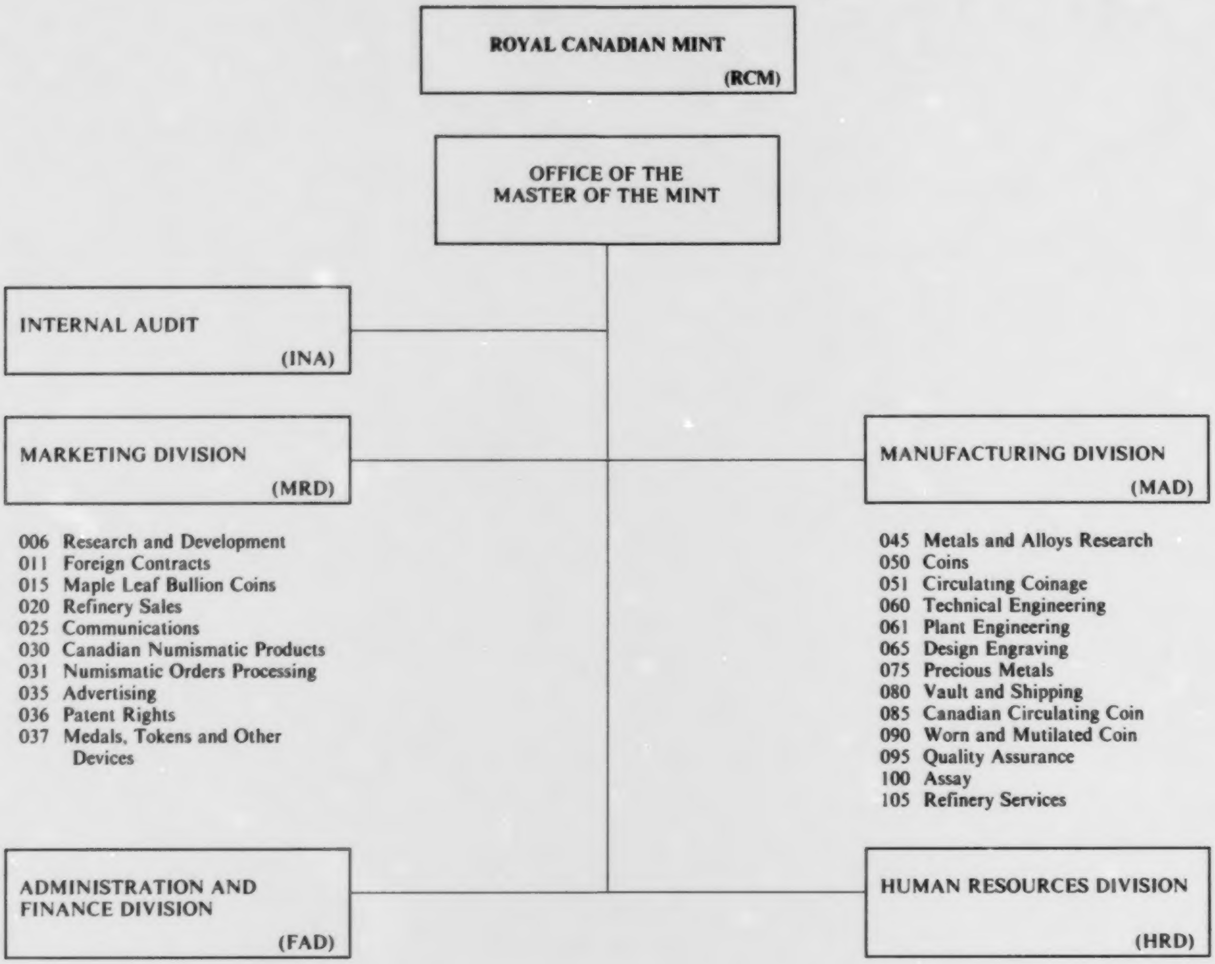
RCM/MAD-095 *Formerly identified as:* RCM/QAA-095
Quality Assurance
Description: Information concerning quality standards of Mint products; metals stress testing for quality of production supplies and materials. *Topics:* Numismatic products; precious metals, metals, and metal alloys; blanks; dies; tooling.

RCM/MAD-100 *Formerly identified as:* RCM/QAA-100
Assay
Description: Information on the testing of bullion, jewellery, refined bullion to determine the quality of precious metals present; analyses of chemicals and metals.

RCM/MAD-105 *Formerly identified as:* RCM/REF-105
Refinery Services
Description: Information concerning the receipt, weighing, and refining of precious metal bullion, scrap jewellery, placer deposits, and fused metals; accumulation and sale of sweeps.

ROYAL CANADIAN MINT



MARKETING DIVISION (MRD)

006 Research and Development
011 Foreign Contracts
015 Maple Leaf Bullion Coins
020 Refinery Sales
025 Communications
030 Canadian Numismatic Products
031 Numismatic Orders Processing
035 Advertising
036 Patent Rights
037 Medals, Tokens and Other Devices

MANUFACTURING DIVISION (MAD)

045 Metals and Alloys Research
050 Coins
051 Circulating Coinage
060 Technical Engineering
061 Plant Engineering
065 Design Engraving
075 Precious Metals
080 Vault and Shipping
085 Canadian Circulating Coin
090 Worn and Mutilated Coin
095 Quality Assurance
100 Assay
105 Refinery Services

ACCESS TO INFORMATION
CO-ORDINATOR
HUMAN RESOURCES DIVISION
ROYAL CANADIAN MINT
320 SUSSEX DRIVE
OTTAWA, ONTARIO
K1A 0G8

Chapter 96

ROYAL CANADIAN MOUNTED POLICE

A. GENERAL INFORMATION

Historical Background

The Royal Canadian Mounted Police (RCMP) was formed in 1873, under an Act of Parliament.

Responsibilities

The Royal Canadian Mounted Police enforces laws throughout Canada made by or under the authority of Parliament. Administration of justice within the provinces, including enforcement of the *Criminal Code*, is the responsibility of the provincial governments. The RCMP has contract agreements with the two territories and all provinces (except Ontario and Quebec) to enforce criminal, territorial and provincial laws pursuant to section 20 of the *Royal Canadian Mounted Police Act*.

Legislation

- Criminal Code
- Most federal statutes
- Municipal bylaws under contract
- Provincial laws under contract
- Territorial laws under contract

Organizational Units and their Role

In accordance with the *Royal Canadian Mounted Police Act*, the Commissioner, under the direction of the Solicitor General of Canada, is responsible for the control and mangement of the RCMP. Under the Commissioner, functional direction is provided to divisions by deputy commissioners in charge of Administration, Operations, Law Enforcement and Protective Services, and Corporate Management.

The headquarters of the RCMP is located in Ottawa. The RCMP is divided into divisions, each division being roughly responsible for a province or territory, and further divided into subdivisions and detachments. These divisions are alphabetically designated, with the headquarters for each located in its respective provincial or territorial capital, except for A, which is in Ottawa, C, which is in Montreal, and E, which is in Vancouver.

Specialized support is offered to the operational divisions by Air, Marine, Forensic Laboratory, and Identification Services.

The RCMP Academy located in Regina, Saskatchewan, is responsible for recruit training. The RCMP Musical Ride and the RCMP Band are located in Ottawa and are administered by headquarters. Additionally, the RCMP is responsible for the administration of the Canadian Police College, located in Ottawa. The Canadian Police Information Centre (CPIC), a computer-based police information system, is also based at and administered by RCMP Headquarters in Ottawa.

Foreign Services Directorate

This directorate supports the RCMP's activities abroad by promoting co-operation with police agencies and the international criminal police organization — Interpol — in contributing to the reduction of international crime, terrorism, drug trafficking, commercial crime, organized crime, illegal transfer of technology and other criminal activity.

Audit Directorate

The Audit Directorate is responsible to the Commissioner for the planning, development and implementation of a broad, independent and comprehensive internal audit program which appraises and reviews all RCMP law enforcement and internal security operations in Canada and abroad.

Corporate Services Directorate

This directorate is responsible for strategic, operational and resource planning, for meeting the corporate policy and information requirements of the RCMP, for conducting program evaluations, and for providing other management services including the direction of special studies/projects and the provision of support for senior executive committee meetings.

Communications and Media Relations Directorate

This directorate is responsible for making the general public and the media more fully aware of the positive role of the RCMP and for encouraging co-operation and understanding between the general public, the media and the RCMP. It is also responsible for ceremonies and public relations in Canada and abroad.

Enforcement Services Directorate

This directorate is responsible for directing and correlating activities of criminal investigations, crime prevention, law enforcement and the general operational activities of the RCMP both in field divisions and in its various responsibility centres.

Economic Crime Directorate

This directorate is responsible for planning, developing and co-ordinating the Economic Crime Enforcement Program.

Criminal Intelligence Service Canada (CISC) Directorate

CISC provides facilities to ensure the exchange of criminal intelligence between enforcement units, intelligence units and the CISC provincial bureaus, where the "intelligence process" of collection, evaluation, collation, analysis, re-evaluation and dissemination can be made to effectively combat the spread of organized crime in Canada.

ROYAL CANADIAN MOUNTED POLICE

National Security Investigations Directorate (NSID)

NSID is responsible for the management of the National Security Investigations function, and the development of policies, standards, guidelines and procedures to the program of national security.

Air Services Directorate

This directorate is responsible for the provision of advice on all air services matters, the formulation of air services policies, procedures and regulations and the acquisition, repair and overhaul of all RCMP aircraft.

Identification Services Directorate

This directorate is responsible for the planning, direction, development of policy, and general supervision of RCMP operations related to Identification Services.

Forensic Laboratory Services Directorate

This directorate is responsible for the planning, direction, development of policy, and general supervision of RCMP capabilities related to laboratory services. This directorate is also designated the "Program Manager" for the Canadian Program of Science and Technology in Support of Law Enforcement.

Information Access Directorate

This directorate is responsible for the analysis and review of proposed and existing federal and provincial privacy and access to information legislation; the development and application of policies and procedures to satisfy legislative requirements; and for responding to all requests for information received under the provisions of new or existing legislation.

Drug Enforcement Directorate

This directorate is responsible for planning, developing, co-ordinating and directing the policies and activities of the RCMP related to drug law enforcement.

Protective Policing Directorate

This directorate is responsible for planning, developing, co-ordinating and directing the policies and activities of the protective policing functions of the RCMP, and for technical matters which support either the law enforcement or the protective functions of the RCMP. (The Technical Security — "T" Directorate has been incorporated into this directorate.)

Informatics Directorate

This directorate is responsible for administering a comprehensive and integrated program of information management, systems, and services, including electronic data processing, telecommunications, and records services in support of the operational and administrative programs of the RCMP. It also provides EDP and telecommunication services to the Canadian Police community through the facilities of the Canadian Police Information Centre.

RCMP Training Directorate

The Directorate is accountable for the development, implementation and administration of the RCMP Training program.

Canadian Police College

The Canadian Police College is responsible for planning, organizing, staffing, directing and controlling the facilities, resources and training requirements of all Canadian Police Forces.

Operational Divisions

The Operational Divisions are responsible for the detection, suppression and prevention of crime within established geographical boundaries. They provide provincial and, in some areas, municipal policing services under contractual arrangements, except for the provinces of Quebec and Ontario, where the RCMP mainly enforces federal statutes.

Public Service Personnel Directorate

The Public Service Personnel Directorate is responsible for developing and administering personnel policies, programs and activities of the public service component of the RCMP through the Classification, Human Resources Planning and Development, Staffing and Staff Relations and Compensation Branches.

Services and Supply Directorate

The Directorate is responsible for directing the planning, development, implementation and evaluation of RCMP policies and programs related to accommodation, transport, material, food, miscellaneous services and internal energy conservation.

Office of the Chief Financial Officer

The Office is responsible for budgeting and accounting systems, financial administration, the annual program forecast, estimates, analysis of expenditures and revenue trends, implementation and maintenance of financial accounting and reporting systems, and direction of financial policies.

Professional Standard Directorate

This directorate provides legally trained personnel to act as adjudicators, appropriate officers' representatives (prosecutors) and member representatives (defence) in Service Courts, Adjudication Boards and discharge and demotion proceedings.

Personnel Directorate

The Directorate is responsible for planning and directing the policies and programs of the RCMP related to the organization and management of its human resources.

Health Services Directorate

This directorate is responsible for planning, organizing and directing the policies and programs of the RCMP on medical and dental treatment, occupational health and safety and environmental health. It is also responsible for developing pre-engagement medical standards for applicants and initiating and co-ordinating research projects in physical fitness and psychological testing.

Official Languages Directorate

The Directorate is responsible for the implementation and co-ordination of a unified program, within the RCMP for compliance with the *Official Languages Act* and related policy directives.

Administrative Services Directorate

This directorate is responsible for the management, direction and control of the RCMP policing responsibilities at headquarters, Ottawa, consistent with the policies and delegated authorities of the Commissioner.

Manuals

(Basic Manuals)
- Administration Manual
- Operational Manual

(Subsidiary Manuals)
- Air Services
- Counterfeit Currency
- CPIC Reference Manual
- Financial Management
- Firearms Training
- Forensic Identification
- Health Services
- Informatics
- Laboratory Services
- Marine Services
- Material and Services
- National Firearms
- Pay Procedures
- Personnel Administration Manual — Public Service
- Planning
- Property Management
- Protective Policing
- Records Management
- Staffing Personnel
- Tactical Operations
- Training
- Undercover Manual
- Uniform and Dress

Additional Information

Requests for further information about the RCMP and its various programs and functions may be directed to:

Royal Canadian Mounted Police
Communications and Media Relations Directorate
1200 Vanier Parkway
Ottawa, Ontario
K1A 0R2
(613) 993-1085

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

The Commissioner
Royal Canadian Mounted Police
1200 Vanier Parkway
Ottawa, Ontario
K1A 0R2
Attention: Departmental Access Co-ordinator
(613) 993-5162

The diversity of operations within the federal, provincial, municipal and territorial jurisdictions results in information storage systems that are decentralized. For this reason, persons submitting access requests must indicate the geographic location they want searched.

Reading Room

In accordance with section 71 of the *Access to Information Act*, members of the public may examine the basic and subsidiary manuals governing the administration and operation of the Royal Canadian Mounted Police at the Ministry of the Solicitor General, 340 Laurier Avenue West, Ottawa, Ontario (hours 8:00 to 15:00), and at the Divisional Headquarters located at the following points:

Atlantic Region

306 Charter Avenue
Pleasantville, Newfoundland
hours: 08:30 to 12:00; 12:45 to 16:30

3139 Oxford Street
Halifax, Nova Scotia
hours: 08:30 to 16:30

1445 Regent Street
Fredericton, New Brunswick
hours: 08:30 to 16:30

450 University Avenue
Charlottetown, Prince Edward Island
hours: 08:30 to 16:30

Central Region

4225 René-Lévesque Boulevard
Montreal, Quebec
hours: 08:30 to 16:30

225 Jarvis Street
Toronto, Ontario
hours: 08:30 to 16:30

Western and Northern Region

1091 Portage Avenue
Winnipeg, Manitoba
hours: 08:30 to 16:30

6101 Dewdney Avenue
Regina, Saskatchewan
hours: 08:30 to 16:30

1140 — 109th Street
Edmonton, Alberta
hours: 08:30 to 16:30

5255 Heather Street
Vancouver, British Columbia
hours: 08:30 to 16:30

4100 — Fourth Avenue
Whitehorse, Yukon Territory
hours: 08:30 to 16:30

5010, 49th Avenue
Yellowknife, Northwest Territories
hours: 08:30 to 16:30

Classes of Records

CMP/CSD-005
Corporate Services Directorate
Description: Information on the planning function and organization of the RCMP, corporate policies and objectives, program evaluations, management information systems and analytical studies which support corporate decision-making processes. *Topics:* Strategic, operational and resource planning; co-ordination of RCMP input to the government planning process; monitoring and assessment of division and directorate requirements and corresponding assistance; deployment of human resources; co-operation with other government agencies and other police departments; provincial and municipal policing contracts; examination of corporate policies, objectives and priorities; demographic studies; criminal trends; task force projects; departmental emergency plan; memoranda of understanding; delegation of authority; operational plan framework; program activity structure; performance measurement; management information systems; evaluation of RCMP programs; interdirectorate co-ordination of senior executive submissions; assistance and recommendations to the Commissioner and senior executive committee on many aspects of corporate management.

CMP/ICO-010 *Formerly identified as:* CMP/COM-010
Division Staff Relations Program (DSRR)
Description: Information on the planning, development and co-ordination of the Divisional Staff Relations Representative Program. *Topics:* Meetings of divisional staff relations representatives; policies and formation of DSRR programs; DSRR and commanding officer conferences.

CMP/FSD-015
Foreign Services
Description: Information on international crime and the criminal aspects of terrorism. *Topics:* Co-operation with other police forces, government departments and foreign agencies: official visitors to Canada; official hospitality policy and administration; liaison officer's conferences; training and assistance to foreign police forces; country assessment reviews.

CMP/AUD-020
Audit
Description: Information on the review and appraisal of the economy, efficiency and effectiveness of the entire activities of the RCMP and the management controls designed to guide and regulate these activities. *Topics:* Review of program plans and RCMP objectives; review of managerial and operational information; assessment of resources; compliance with existing policy; laws and regulations; reliability, accuracy and integrity of information systems; morale and career satisfaction; control and safeguarding of valuables and exhibits; controls over revenue and expenditures; review of problem areas; appraisal of management systems.

CMP/AUD-025
Public Service Audit
Description: Information on the independent review and appraisal of the efficiency and effectiveness of Public Service personnel management. *Topics:* Job classifications, compensation, benefits, hours of work, human resource planning; personnel management planning; administration of collective agreements; training, travel, relocation, staffing, staff relations; equal opportunities for women, native peoples and disabled persons; occupational health and safety; contingency planning and handling of strikes.

CMP/CMR-030
Communications and Media Relations Direcorate
Description: Distribution of information on the RCMP to the public and media concerning current or historical matters; handling requests for the RCMP Musical Ride and RCMP Bands; publication of the RCMP Quarterly and Gazette and the handling of displays on safety or crime prevention. *Topics:* Liaison and public relations; exhibitions; visits and tours; RCMP Quarterly and Gazette; graphic arts; museums, relics and curios; presentations to and by the RCMP; appreciation, condolences and greetings; ceremonies and celebrations; addresses and speeches; historical and contemporary photographs.

CMP/CMR-035
Executive Office
Description: Information on executive assistance provided to the Commissioner and senior executive committee and liaison with the Solicitor General's office. *Topics:* Minutes of senior executive committee meetings and ministerial meetings; executive travel itinerary of Solicitor General's staff and the RCMP Commissioner; Solicitor General's correspondence; questions by Members of the House of Commons; visits and tours.

CMP/CID-040
Special Services
Description: Includes information on technical and electronic support of criminal investigations through equipment and expertise in fields such as video, physical and audio surveillance and on the polygraph, psychological profile, and voice identification programs. *Topics:* Interceptions under Part IV.1 of the *Criminal Code;* human resource planning and training of personnel; co-operation and liaison with domestic and foreign authorities; sale of technical equipment; licensing; authorization to intercept private communications; polygraph, psychological profile, audio and video analysis case files.

CMP/ECD-046
Economic Crime
Description: Includes information on the planning, development and co-ordination of the law enforcement programs for commercial and enterprise crime involving business-orientated crime in which the Government of Canada is the victim; corruption in public office, fraudulent bankruptcies, securities frauds, income tax crimes, currency counterfeit offences, and business frauds and thefts including organized white collar crimes on a national and international scale. Maintains the Registry for Losses of Money, Property and other illegal acts against the Crown. *Topics:* Enforcement of the *Bankruptcy Act, Copyright Act, Canada*

Elections Act, Bank Act, Tax Rebate Discounting Act and other federal statutes; frauds, thefts, counterfeit, forgeries, conspiracies, bankruptcies, enviornmental, free trade, proceeds of crime, computer-related and corruption offences under the *Criminal Code*; provincial laws dealing with real estate, mortgages, and construction and construction materials; co-operation and liaison with domestic and foreign authorities; securities fraud intelligence; agreements with other federal departments and agencies; Security Fraud Information Centre.

CMP/CID-050
Customs and Excise
Description: Includes information on the planning, development, implementation and co-ordination of an ongoing customs and excise enforcement program within the RCMP. *Topics:* Enforcement of *Customs Act, Excise Act, Excise Tax Act, Export and Import Permits Act, Cultural Property Export and Import Act, National Energy Board Act* and *Energy Administration Act;* conspiracies and frauds under the *Criminal Code;* intelligence, co-operation and liaison with domestic and foreign authorities; search warrants; report procedures; agreements with other federal agencies; news releases.

CMP/DED-055
Drug Enforcement
Description: Information on the development of RCMP policy and direction concerning drug enforcement including demand reduction, anti-drug profiteering, undercover and drug intelligence programs, co-ordination of international investigations and assistance in developing government policy concerning drug abuse and enforcement. *Topics:* Enforcement of *Narcotic Control Act* and the *Food and Drugs Act*, Parts III and IV; intelligence; drug store inspections; identification of drugs and narcotics by mail; search and forfeiture; co-operation and liaison with domestic and foreign authorities; appointment of counsel; legislative amendments; prescriptions; theft of narcotics.

CMP/CID-060
Immigration and Passport
Description: Includes information on the planning, development and co-ordination of the RCMP's operational policies and procedures in the enforcement of the *Immigration Act* and provisions of the *Criminal Code* which refer to the illegal issue and possession of passports. *Topics:* Enforcement of *Immigration and Citizenship Act;* fraudulent use of SIN cards under the *Unemployment Insurance Act;* fraudulent use of Canadian passports under the *Criminal Code;* co-operation with domestic and foreign authorities; court rulings and judgements; appointment of counsel; locating persons indebted to the Crown; foreign criminal records; Immigration Appeal Board; U.S. deserters and draft dodgers; citizenship court; passports; reporting procedures, ports of entry and border security; seminars; immigration warrants; deportees; intelligence ethnic groups statistics; false identification.

CMP/CID-065
Operational Policy and Planning
Description: Includes information on the development, amendment and monitoring of RCMP Operational Policies, of program forecasting or multi-year operational plans (MYOP), on the co-ordination and management of sensitive expenses for Criminal Operations, as well as on research material and methodology on new issues and techniques that affect criminal operations. *Topics:* Operational manual, policies and procedures, divisional and directorate policy centre MYOP preparations, sensitive expenditure monitoring, EDP systems for Enforcement Services and an extended shift scheduling system.

CMP/CID-071
Crime Prevention and Victims Services
Description: Includes information on research planning, co-ordination and determination of policies, procedures and programs which have to do with crime prevention and police community relations. *Topics:* Identification and Watch concepts of crime prevention; victims; family violence; community-based policing; liaison with government, volunteer and community groups; regional, national and international conferences and workshops; and Supernumerary Special Constable Summer Youth Employment Program.

CMP/CID-075
National Crime Intelligence
Description: Includes information on the RCMP criminal intelligence program concerning organized crime. *Topics:* Major racketeers; organized crime; criminal activities by extremist/terrorist groups; securities frauds; gambling; extortion; loansharking; counterfeiting; prostitution; corruption; bankruptcies; drugs; pornography; major thefts; smuggling; commercial stills; co-operation and liaison with domestic and foreign authorities; surveillance; joint force operations; reporting procedures.

CMP/NSI-077
National Security Investigations (New)
Description: Includes information on planning, development and co-ordination of the RCMP operational policies and procedures in the enforcement of national security offences. *Topics:* National security offences criminal investigation files; co-operation and liaison with domestic and foreign authorities; joint forces operations; reporting procedures.

CMP/FSD-080
Interpol
Description: Includes information on the co-ordination of international criminal investigations for Canadian and foreign authorities; policies and procedures under the constitution; regulations and policies of Interpol. *Topics:* International criminal investigation, except political, military, racial or religious matters; international criminals; stolen works of art repository; stolen property; crime prevention; technical research and analysis of investigative methods; missing persons; notification of next-of-kin; Interpol laws and regulations; regional conferences and symposiums.

CMP/CID-085
Federal Enforcement
Description: Includes information on planning, development and co-ordination of the RCMP's operational policies and procedures in the enforcement of all federal statutes in Canada except those shown under Customs and Excise, Commercial Crime, Drug Enforcement, and Immigration and Passport; also operational complaints against members. *Topics:* Enforcement of federal statutes; assistance to domestic and foreign authorities; assistance in locating missing persons; search and rescue; contagious diseases; deserters and absentees; pollution; national parks; federal traffic regulations; explosives magazine inspections; U.F.O. and submarine sightings; pardons; penitentiaries — escorting and crises; bird banding; marine searches; honours and awards by Government House; operational complaints against members of the RCMP.

CMP/CID-090
Contract Policing
Description: Includes information on planning, co-ordination and determination of policies and procedures in areas where provincial and municipal police services are provided under contract; identification of operational requirements; evaluation of tactical, traffic and general police equipment; traffic enforcement; information on the development, implementation and co-ordination of policies, strategies and programs which have to do with police service to the native community. *Topics:* Administration of provincial and municipal policing agreements; resourcing methods; operational planning; opening and closing of RCMP detachments; tactical operations; underwater recovery operations, auxiliary policing; hypnosis; policing Indian reserves; co-operation and liaison with native associations; Native Special Constable Program, native policing workshops and seminars; tribal police programs; Band bylaws; cross cultural training and operational policy.

CMP/CID-091
War Crimes
Description: Includes information on planning, development and co-ordination of the RCMP operational policies and procedures in the enforcement of war crimes offences under the *Criminal Code*. *Topics:* Enforcement of war crimes legislation, co-operation with domestic and foreign authorities, co-operation with counsel, foreign criminal records, domestic and international archive searches, reporting procedures.

CMP/CID-092
Special Emergency Response Team
Description: Includes information on planning, development and co-ordination of the RCMP operational policies and procedures relating to RCMP response to emergency situations such as hostage taking, hijacking, and other terrorist attacks. *Topics:* Clothing and equipment, emergency vehicles, training methods and techniques, training facilities, recruitment, performance testing and evaluation, transfer and promotion.

CMP/CIS-095
Criminal Intelligence Service Canada
Description: Information governing CISC programs pertaining to the collection, analysis and dissemination of criminal intelligence in Canada. *Topics:* Constitution, regulations and auditing functions of CISC; training standards; ACIIS programs and Project "Focus"; liaison and co-operation with Canadian and foreign law enforcement agencies.

CMP/AIR-100
Air Services and Aircraft Maintenance
Description: Includes information on the operation of RCMP Air Detachments and the maintenance and overhaul of all RCMP aircraft. *Topics:* Inspection reports; maintenance reports; conditions and specifications of aircraft; employee qualifications; and flight logs.

CMP/IDD-105
Identification of Criminals
Description: Information on the collection, compilation, dissemination, use and retention of criminal histories, fingerprints and photographs for the purpose of detection, prevention and suppression of crime, the security of the nation and related matters. *Topics:* Criminal histories; fingerprints; photographs; pardon files; certificates of previous conviction; fingerprinting of adults; juveniles; young offenders; deceased persons; criminal history checks; release of criminal histories; security screening for federal government departments and Crown corporations; return and destruction of fingerprints and photographs; international exchange of fingerprints and criminal histories; *Identification of Criminals Act; Criminal Records Act; Young Offenders Act;* fingerprint identification of crime scene impressions; development evaluations of identification methods and techniques; identification of persons through facial composite drawings; identification of fingerprint impressions using laser; formulation and presentation of identification training packages for field personnel.

CMP/IDD-110
Firearms Registration
Description: Information on the administration and policy of the National Firearms Registry and the Firearms Acquisition Certificate and Business Permit systems. *Topics:* Firearms or Restricted Weapons Registration Certificates; Firearms Acquisition Certificates; Minor Permits; Permits to Carry/Transport; Business Permits; Refusals and Revocations; liaison with provincial firearms officers; appointment of legal counsel; assistance to the federal Firearms Policy Centre; restricted and prohibited weapons; prohibitions; co-operation with federal government departments; firearms tracing program.

CMP/IDD-115
Lost or Stolen Property and Wanted or Missing Persons
Description: Information on Canadian and American lost or stolen negotiable instruments or securities, firearms and other articles; arrest warrants; aliens. *Topics:* Canada Savings Bonds; money orders; counterfeit currency; lost or stolen passports; various stolen articles and other securities; firearms; wanted and missing persons; prohibited aliens.

CMP/IDD-120
Fraudulent Cheques and Securities
Description: Information on the RCMP repository of handwriting samples used in the commission of offences, which acts as a source for identification of offenders. *Topics:* Cheques; postal or bank money orders; travellers' cheques; holdup notes; forged medical prescriptions; hotel registrations; anonymous letters sent to government officials; fraudulent cheque policy and procedures.

CMP/IDD-125
Photography and Audio-Visual Aids
Description: Information on the central photo processing service for all RCMP units in Canada and the creation and acquisition of audio-visual aids for law enforcement training and police-community relations. *Topics:* Assessment of photographic and photo processing equipment; audio-visual aids; slide and film catalogue; co-operation with other law enforcement agencies; central photographic equipment maintenance; central photo processing.

CMP/LAB-130
Forensic Laboratory Services
Description: Information on exhibits or samples obtained during the course of an investigation and submitted to an RCMP laboratory by Canadian law enforcement agencies for forensic examination. *Topics:* Firearms; ammunition; tools and glass; documents and papers; handwriting; cheque writing; counterfeit currency and negotiable instruments; stamps; clothes; fibres; textiles; hair and blood (human and animal); urine; saliva; seminal and other stains; alcohol; body

organs and tissue, explosives; fire debris; petroleum products; safe material.

CMP/LAB-135
Scientific and Technical Services
Description: Information on the conduct, co-ordination, training and consultation in the areas of scientific, technical and operational research and development of the RCMP. *Topics:* Policy and research on toxicology, applied chemistry, serology, hair and fibre, alcohol, document examination, firearms and tool marks; photography and scientific instrumentation as they apply to forensic science; evaluation of scientific instrumentation and methodology; training of forensic scientists in the above fields; natural sciences research; scientific library service; management of the Canadian Program of Science and Technology in support of Law Enforcement.

CMP/AIP-140
Information Access Policy/Disclosures
Description: This class of records contains RCMP policy and procedures which govern the collection, retention, disposal, disclosure and formal public access to both personal and non-personal information under RCMP control as it relates to the *Access to Information Act* and *Privacy Act*. *Topics: Canadian Human Rights Act*, Part IV; *Access to Information Act* and *Privacy Act;* updating of A.T.I. Register and Privacy Index; liaison with other government departments and foreign agencies; policies and procedures governing access and release of information and the application of exemptions; statistics and activity reports.

CMP/PRO-151
Protective Services
Description: Information on planning, developing and co-ordinating personal and physical security programs for Canadians in Canada and abroad, for foreign dignitaries, foreign missions, residences and personnel, major national and international events. *Topics:* Visits of foreign dignitaries; protection of embassies and consulates, including personnel; analysis of physical threats to VIPs; liaison with other government departments; royal visits; training of VIP personnel; protection of the Prime Minister and family, Governor General, Cabinet Ministers, Supreme and Federal Court judges, other designated persons, research on VIP security; Federal Statutes as required.

CMP/PRO-156
Major Events Branch
Description: Information on planning, developing and co-ordinating personal and physical security programs for major events outside the National Capital Region. *Topics:* Visits of foreign dignitaries, liaison with other government departments, co-operation with local and foreign authorities, research on security measures of other nations.

CMP/PRO-157
Planning and Support Services Branch
Description: Information on planning, developing and co-ordinating administrative, fiscal and personnel support for all branches in the directorate. *Topics:* Budgets; employment policy — general; training; classification; electronic data processing; research; publications; transfers; medical; leave; accommodation; supplies; accounts and inventory control.

CMP/PRO-158
Protective Operations Branch
Description: Information on personal and physical security measures for designated Canadians in Canada and abroad, foreign dignitaries, foreign missions, residences, personnel and designated federal government properties. *Topics:* Protection of embassies and consulates/personnel; Prime Minister and family, Governor General, Cabinet Ministers, Supreme and Federal Court judges and other designated persons/federal government properties.

CMP/PRO-159
Airport Policing
Description: Responsible for planning, developing and co-ordinating the role of the RCMP in the National Airport Policing and Security Program. *Topics:* Pre-board screening of passengers and crew; security of designated airports; co-operation with airlines, federal government departments, local and foreign authorities; contigency planning and airport policing/security policy.

CMP/PRO-160
Security Engineering Branch
Description: Information on the evaluation and design of security equipment and structures for the federal government. *Topics:* Armoured transport and structural engineering; tactical equipment development; intrusion detection systems; access control systems; mechanical security devices including locks and security containers; speech security; security equipment performance standards; training services to security personnel; classified waste destruction or disposal equipment; and human restraining equipment.

CMP/PRO-165
Security Systems Branch
Description: Information on the planning and development of security programs to protect federal government buildings and properties, record holdings, vital points, foreign diplomatic missions and private industries under federal government contract. *Topics:* Structural and architectural building security concepts; soundproofing; alarm systems; security inspections, consultations and training; contingency planning for non-criminal emergencies and disasters; liaison and assistance to other government departments.

CMP/PRO-166
Electronic Data Processing (EDP) Security Branch
Description: Information on the planning and development of security programs to protect federal government computer installations and private sector computer installations processing classified information under contract from the government. *Topics:* Security inspections, consultations, training and research and development.

CMP/PRO-167
Explosive Disposal and Technology Branch
Description: Collection and dissemination of information on the criminal use of explosives. *Topics:* Improvised explosive devices, render safe and bomb disposal equipment; liaison and assistance to accredited police departments.

CMP/RSV-171 *Formerly identified as:* CMP/RSV-168, 170, 175, 185, and 215
Electronic Data Processing Services
Description: Information on EDP analysis, design, development, implementation and maintenance of operational and administrative systems; EDP software; EDP standards, database administration and

quality assurance; research, planning and evaluation of computer systems; central computer operations, services and support. *Topics:* EDP research studies, programming, implementation reports and reviews; customized systems in support of EDP and date communication services applications; vendor-supplied operating systems and software; EDP standards and quality controls; EDP and computer communication systems research and planning studies; computer system use, hardware/software availability, RCMP Data system, data control, equipment control, co-ordination and performance statistics.

CMP/RSV-196 *Formerly identified as:* CMP/RSV-180 and 195

Canadian Police Information Centre (CPIC) Services

Description: Information on policy, planning, procedures liaison, audits, training and information services for the Canadian Police Information Centre (CPIC) users, and support for the CPIC Advisory Committee. *Topics:* Development and monitoring of CPIC policy, procedures, and audits; identification and evaluation of remote terminal service requirements; training requirements; off-line searches; auditing of computer interfaces; CPIC Advisory Committee minutes; EDP information and development services.

CMP/RSV-201 *Formerly identified as:* CMP/RSV-200, 202, 205 and 210

Telecommunications Services

Description: Information on the operation of the data network services for the RCMP; telecommunication services to the police community; standards and specifications for operational communications systems; communications systems, equipment engineering and developmental research including technical policy; evaluation, selection, installation and maintenance of communications security equipment; EDP security. *Topics:* Control of wire services and related equipment, data network facilities and network design, establishing operation standards; telecommunication specifications and analysis, feasibility studies, research documents and evaluations; performance standards and procurement specifications, licences, frequency schedules and networks, diagrams and plans, engineering briefs and installation reports; planning, research, acquisition, installation and maintenance of cryptographic communication equipment; evaluation, policy and operational guidelines; EDP and computer communications security and site security; contingency planning of computing facilities; access to CPIC system.

CMP/RSV-225

Administrative Services and Policy Planning

Description: Information on directorate policy, planning, procedures, training, audits and administrative services; EDP project control, directorate budget setting and control system. *Topics:* Developing and monitoring directorate policy, procedures and audits; training requirements; project costing, budget estimates and related financial information; technical reports and documents; Systems Review Board and Directorate Executive Committee minutes.

CMP/RSV-231 *Formerly identified as:* CMP/RSV-190 and 230

Information Systems Management

Description: Information on the planning, development, and implementation of records and of information systems and programs including related services. *Topics:* Records classifications, inventories, disposal schedules; equipment; security; retrieval and reference services; mail and messenger services; information management; processing and publication of RCMP directives; review and analysis of forms and forms systems; RCMP Identity Program; Automated Registry of Information Systems and data administration.

CMP/TRN-240

Canadian Police College

Description: Information on training, research, information and advisory services provided to Canadian and foreign law enforcement agencies. *Topics:* Investigational, management, training and instructional techniques and crime prevention courses; course planning, loading and evaluation; research and information dissemination on social, cultural, economic, commercial and technological changes affecting law enforcement; library service for the HQ Division complex and the Canadian Police College.

CMP/TRD-246 *Formerly identified as:* CMP/DEP-246

Training Office

Description: Information on all academic and physical training provided to new recruits. *Topics:* Criminal law; federal statutes; interrogation techniques; official directives system; operational training — simulation; report writing; notebooks; police service dogs; typing; first aid; care and handling of prisoners; human relations — crime prevention and community-police relations; cross-cultural education; applied human behaviour for police intervention; victimology; ethical conduct; effective presentation; history of policing and the RCMP; technical services — identification; communications — radio; CPIC; police information retrieval system; physical fitness; self-defence; firearms training; swimming; drill; driver training and law enforcement; and progress reports and assessment of recruits.

CMP/TRD-255 *Formerly identified as:* CMP/DEP-255

Armourer

Description: Information on the repair, maintenance and evaluation of revolvers, pistols, rifles, shotguns and other specialized firearms for the RCMP. *Topics:* Testing and evaluation of new firearms; maintenance and repair of firearms; quality control inspection of newly-procured firearms; log book on issue of firearms; machine shop facilities; liaison and assistance to other government departments, accredited law enforcement agencies and private sector.

CMP/OPD-260

Planning

Description: Information on the formation, correlation and monitoring of operational administrative short- and long-range plans for the division; program forecast and divisional proposals on the organization and evaluation of management and performance. *Topics:* Operational assistance reporting system; uniform crime reporting system; man-hour reporting system; unit and program performance measurements;

CMP/OPD-265

Police Community Relations and Crime Prevention

Description: Information on the promotion of good police-community relations to obtain public co-operation and support in crime prevention and law enforcement. *Topics:* Lectures by members of the RCMP; invitations to attend functions; police week program; programs to safeguard against crime; letters of appreciation; blood donor clinic; crime prevention centre bulletins; collection of funds for charitable organizations; conferences and seminars; visits by outside agencies; liaison and public relations.

CMP/OPD-270

Commercial Crime

Description: Information on frauds and corruption in the federal and provincial governments, as well as frauds and related offences pertaining to bankruptcies, securities and income tax crimes, corporate and business frauds and organized white-collar crimes on a national and international scale. *Topics: Enforcement of Bankruptcy Act, Copyright Act, Securities Act, Canada Elections Act, Weights and Measures Act*, federal and provincial government grants and guaranteed loans, *Combines Investigation Act, Farm Improvement Act, Tax Rebate Discounting Act* and other related federal statute offences; frauds, false pretences, forgeries, conspiracies, theft, receiving benefits, secret commissions, breach of trust and other *Criminal Code* violations; agreements with other federal and provincial authorities; co-operation and assistance to domestic and foreign law enforcement agencies; and Securities Fraud Information Centre.

CMP/OPD-275

Customs and Excise

Description: Information on the planning, development, implementation and co-ordination of an ongoing Customs and Excise enforcement program within the RCMP. *Topics: Customs Act; Excise Act; Excise Tax Act; Export and Import Permits Act; Cultural Property Export and Import Act; National Energy Board Act; Petroleum Administration Act* and associated warrants; customs fraud and conspiracies under the *Criminal Code;* smuggling offences and commercial smuggling; illegal exportation and importation of cultural goods; illicit spirits; tax- and duty-free articles; search warrants and writs of assistance; liaison and assistance to other police forces and government departments; related Customs and Excise policy material.

CMP/OPD-280

National Crime Intelligence Services

Description: Information on the RCMP criminal intelligence program concerning organized crime. *Topics:* Dissident groups; major racketeers; organized crime; securities frauds; gambling; extortion; counterfeiting; prostitution; corruption; bankruptcies; drugs; pornography; major thefts; smuggling; *Income Tax and Customs Act;* co-operation and liaison with local, domestic and foreign authorities; surveillance; joint force operations; reporting procedures; sects, cults and mind-development groups involved in criminal activities.

CMP/OPD-285

Immigration and Passport

Description: Information on the enforcement of the *Immigration Act* and *Citizenship Act*, passport offences under the *Criminal Code* and assistance to foreign law enforcement agencies on international terrorists and criminals. *Topics:* Enforcement of *Immigration Act* and *Citizenship Act;* fraudulent use of SIN cards and passports; lost or stolen passports; co-operation and assistance to domestic and foreign authorities; court rulings and judgements; wanted persons; citizenship court; ports of entry and security; seminars; immigration warrants; monitoring and surveillance of selected criminal targets; joint force operations; ethnic groups, illegal aliens; deportees; international terrorists and criminals.

CMP/OPD-290

Drug Enforcement

Description: Information on drug enforcement including undercover drug operations and intelligence programs. *Topics:* Enforcement of *Narcotic Control Act*, and the *Food and Drugs Act*, Parts III and IV; evaluation of drug trafficking intelligence; illegal importation of drugs; handling and disposition of exhibits; search and forfeitures; co-operation and liaison with domestic and foreign authorities; writs of assistance.

CMP/OPD-295

General Investigation Services

Description: Information on the enforcement, prosecution and prevention of offences under the *Criminal Code* and federal and provincial statutes. *Topics:* Enforcement of *Aeronautics Act* and Regulations, *Criminal Code, Liquor Act, Livestock Act, Branch Inspection Act, Weights and Measures Act* (Odometer), *Canada Shipping Act, Explosives Act, Income Tax Act, Unemployment Insurance Act, Migratory Birds Convention Act* and to a lesser extent other federal and provincial statutes; Canadian Home Insulation Program; security enquiries; RCMP applicants and pardon investigations; assisting VIP activities; locating missing persons; demonstrations and riots; liaison and assistance to other federal government departments and domestic and foreign law enforcement agencies.

CMP/OPD-300

Airport Policing

Description: Information on the division's role in the implementation and co-ordination of the National Airport Policing and Security Program — primarily in the protection of civil aviation and holding actions pertaining to criminal acts pending the arrival of the police department having jurisdiction. *Topics: Aeronautics Act* and Regulations; Civil Aviation Security Measures Regulations; Airport Traffic Regulations; Government Airport Concession Operations Regulations; security of aircraft passengers and crew; assistance to federal government departments, local and foreign authorities; airport policing and security policy; federal and provincial statutes; assistance to other RCMP investigational sections.

CMP/OPD-305

General Detachment Policing

Description: Information on the RCMP's overall operational role in the enforcement of federal statutes, the *Criminal Code*, provincial statutes and municipal by-laws, where applicable, as well as assistance to the general public and crime prevention. *Topics:* Enforcement of the *Criminal Code, Narcotic Control Act, Food and Drugs Act, Customs and Excise Act, Immigration Act* and other federal statutes; provincial statutes and municipal by-laws; traffic accidents; applicant investigations; security enquiries; claims and complaints against the RCMP; outstanding warrants; street checks; lost and found property, missing persons and other assistance to the general public; firearms and other issued permits to the public; intelligence information; emergency contingency plans; VIP and property protection; liaison and assistance to other police forces.

CMP/OPD-310

Law Enforcement Support

Description: Information on the technical and physical surveillance services supporting criminal investigations. *Topics:* Authorizations to intercept private communications and interception under the *Criminal Code*, Part IV.1; assistance to operational sections in gathering evidence and intelligence on designated targets involved in *Criminal Code* and federal statute offences; monitoring logs and transcripts; technical reports on equipment and services; physical surveillance reports; co-operation and liaison with local authorities; acquisition and maintenance of technical surveillance aid equipment.

CMP/OPD-315
VIP Security
Description: Information on the physical and personal security programs for Canadian and foreign dignitaries, foreign missions and residences, and related events, both domestic and foreign. *Topics:* Protection of the Prime Minister and family, the Governor-General, Cabinet Ministers, the Supreme and Federal Court judges along with other designated persons; visits of foreign dignitaries; protection of embassies and consulates including personnel; liaison with other government departments; Royal visits; analysis of physical threats to VIP's; bomb threats and X-ray of unidentified objects; research on VIP security.

CMP/OPD-320
Security Engineering
Description: Documentation and information on all criminal and national security investigations, evaluation and design of security equipment and structures for the RCMP, federal government departments, foreign diplomatic missions, other law enforcement agencies, provincial government and private industries under federal government contract. *Topics:* Structural and intrusion techniques and technical aids pertaining to all locking devices, alarm systems and security containers (commercial or federal government safe specifications); locksmithing key codes and other key codes maintained at Security Engineering level; structural and architectural building security concepts; alarm systems; access control systems; mechanical security devices; locks and security containers; speech security and soundproofing; security performance standards; training services to security personnel; classified waste disposal; human restraining equipment; security of police equipment.

CMP/OPD-325
Security Systems
Description: Information on the planning and development of security programs to protect federal government buildings and properties, record holdings, computer installations, vital points, foreign diplomatic missions and private industries under federal government contract. *Topics:* Security inspections, consultations and training; contingency planning for non-criminal emergencies and disasters; *Bomb Disposal and Explosives Act;* speech security assessments and soundproofing; liaison and assistance to other government departments.

CMP/OPD-330
Crime Index Services
Description: Information on the personal history, movements and whereabouts of suspicious persons or known criminals. *Topics:* Correlation of crime-related information from various operational units and other sources; assistance to investigative units in identifying possible offenders; liaison and assistance to domestic and foreign law enforcement agencies; personal history, movements and whereabouts of known criminals or suspicious persons, parolees, companies, associations and organizations; wanted and missing persons; outstanding arrest warrants.

CMP/OPD-335
Identification Services
Description: Information on the identification support services given to investigators for the purpose of crime prevention and detection, law enforcement and national security. *Topics:* Examinations and photography in relation to crimes, scenes of crimes and accident scenes; fingerprinting and photographing of criminals; correlation of fingerprints; fingerprinting for visa, pardon, security clearance applications, and public servants; examination and identification of exhibits; personnel photography; photography and other techniques for the preservation of evidence; research, evaluation and purchasing of photographic equipment; liaison and assistance to local accredited police departments.

CMP/OPD-340
Telecommunications Services
Description: Information on the evaluation, procurement, installation and maintenance of telecommunications equipment in support of the operational requirements of the division. *Topics:* Secure communications systems; CPIC system; various facsimile systems; closed circuit television; evaluation, purchasing, installation and maintenance of telecommunications equipment; log books of incoming and outgoing radio calls; communications assistance to VIP and other special operations; liaison with private sector; intercom and telephone systems.

CMP/OPD-345
Native Policing
Description: Information on the development, implementation and co-ordination of policies, strategies and programs for the delivery of police service to the native community. *Topics:* Policing Indian Reserves; co-operation and liaison with native associations; native Special Constable Program; native constable workshops; and tribal police programs.

CMP/CMP-901 *Formerly identified as:* CMP/SSD-901
Administration
Description: See Standard Classes of Records.

CMP/SSD-905
Buildings and Property
Description: See Standard Classes of Records.

CMP/SSD-907
Lands
Description: See Standard Classes of Records.

CMP/SSD-908
Utilities
Description: See Standard Classes of Records.

CMP/SSD-909
Equipment and Supplies
Description: See Standard Classes of Records.

CMP/SSD-910
Furniture and Furnishings
Description: See Standard Classes of Records.

CMP/SSD-911
Office Appliances
Description: See Standard Classes of Records.

CMP/SSD-912
Procurement
Description: See Standard Classes of Records.

CMP/SSD-913
Vehicle, Ship, Boat and Aircraft Accidents
Description: See Standard Classes of Records.

CMP/CFO-914
Finance
Description: See Standard Classes of Records.

CMP/CFO-915
Accounts and Accounting
Description: See Standard Classes of Records.

CMP/CFO-917
Budgets
Description: See Standard Classes of Records.

CMP/CMP-918 *Formerly identified as:* CMP/SPA-918
Personnel
Description: See Standard Classes of Records.

CMP/CMP-919 *Formerly identified as:* CMP/SPA-919
Classification of Positions
Description: See Standard Classes of Records.

CMP/CMP-920 *Formerly identified as:* CMP/SPA-920
Employment and Staffing
Description: See Standard Classes of Records.

CMP/CMP-921 *Formerly identified as:* CMP/SPA-921
Human Resources
Description: See Standard Classes of Records.

CMP/CMP-922 *Formerly identified as:* CMP/SPA-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

CMP/OLD-923
Official Languages
Description: See Standard Classes of Records.

CMP/CMP-924 *Formerly identified as:* CMP/SPA-924
Pensions and Insurance
Description: See Standard Classes of Records.

CMP/CMP-925 *Formerly identified as:* CMP/SPA-925
Salaries and Wages
Description: See Standard Classes of Records.

CMP/CMP-926 *Formerly identified as:* CMP/SPA-926
Staff Relations
Description: See Standard Classes of Records.

CMP/CMP-927 *Formerly identified as:* CMP/TRD-927
Training and Development
Description: See Standard Classes of Records.

Deleted Classes of Records

The following classes of records have been incorporated into CMP/RSV-171:

CMP/RSV-168	Policy and Planning Branch
CMP/RSV-170	Systems Analysis and Programming
CMP/RSV-175	Systems Engineering
CMP/RSV-185	Systems Research and Planning
CMP/RSV-215	Telecommunications Engineering

The following class of records has been incorporated into CMP/RSV-196:

CMP/RSV-180	Systems Integration
CMP/RSV-195	CPIC Services

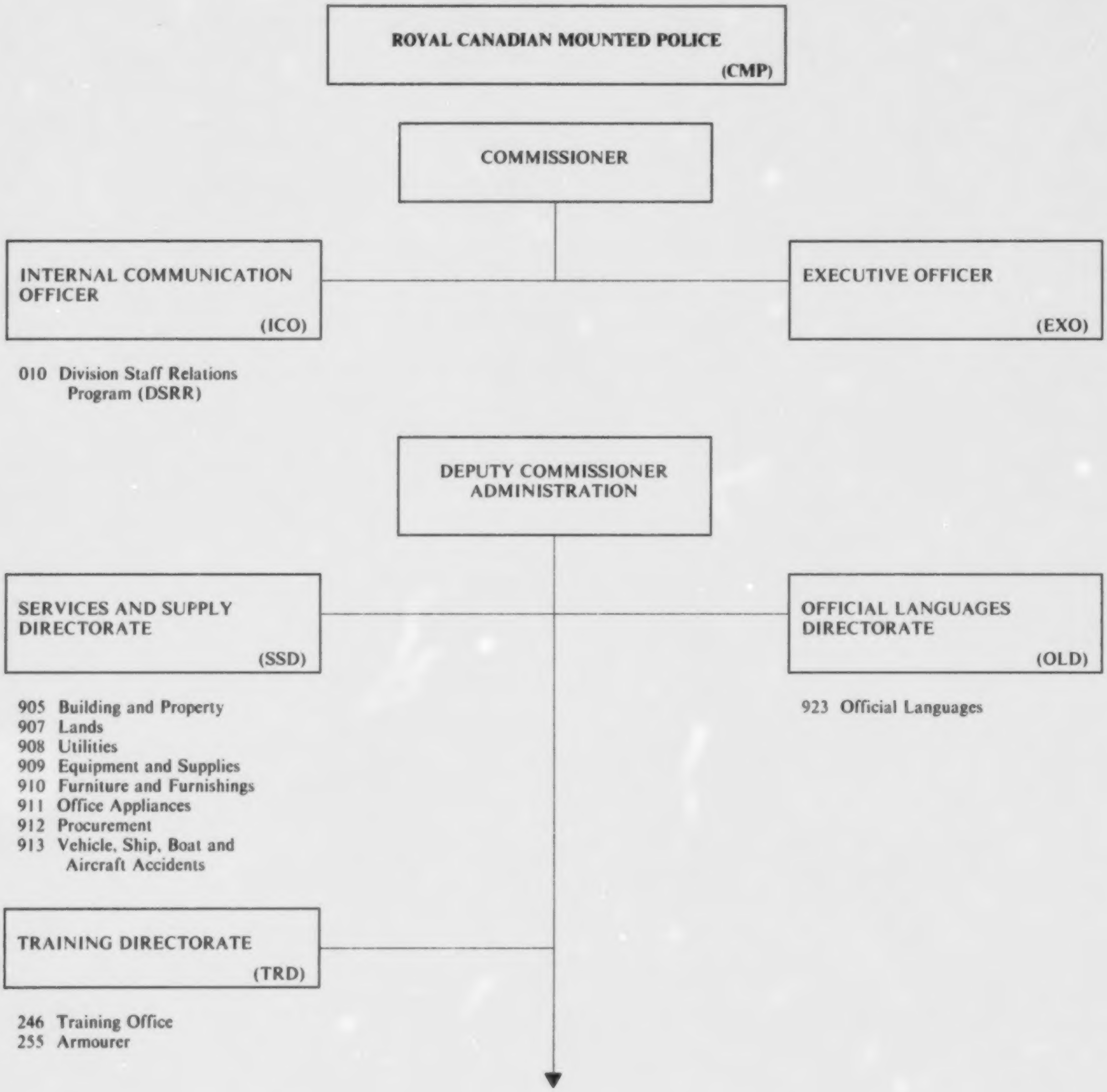
The following class of records has been incorporated into CMP/RSV-231:

CMP/RSV-190	Computer Operations
CMP/RSV-230	Information Systems Management

The following classes of records have been incorporated into CMP/RSV-201:

CMP/RSV-200	Communications Security
CMP/RSV-202	EDP Security
CMP/RSV-205	Network Services
CMP/RSV-210	Telecommunications Development and Research

ROYAL CANADIAN MOUNTED POLICE


ROYAL CANADIAN MOUNTED POLICE (CMP)
COMMISSIONER
INTERNAL COMMUNICATION OFFICER (ICO)
EXECUTIVE OFFICER (EXO)
DEPUTY COMMISSIONER ADMINISTRATION
SERVICES AND SUPPLY DIRECTORATE (SSD)
OFFICIAL LANGUAGES DIRECTORATE (OLD)
TRAINING DIRECTORATE (TRD)

010 Division Staff Relations Program (DSRR)

905 Building and Property
907 Lands
908 Utilities
909 Equipment and Supplies
910 Furniture and Furnishings
911 Office Appliances
912 Procurement
913 Vehicle, Ship, Boat and Aircraft Accidents

923 Official Languages

246 Training Office
255 Armourer

ROYAL CANADIAN MOUNTED POLICE

DEPUTY COMMISSIONER
CORPORATE MANAGEMENT

CORPORATE SERVICES DIRECTORATE (CSD)

005 Corporate Services Directorate

AUDIT DIRECTORATE (AUD)

020 Audit
025 Public Service Audit

COMMUNICATION AND MEDIA RELATIONS DIRECTORATE (CMR)

030 Communications and Media Relations Directorate
035 Executive Office

INFORMATION ACCESS DIRECTORATE (AIP)

140 Information Access Policy/ Disclosures

OFFICE OF THE CHIEF FINANCIAL OFFICER (CFO)

914 Finance
915 Accounts and Accounting
917 Budgets

DEPUTY COMMISSIONER
LAW ENFORCEMENT
AND PROTECTIVE SERVICES

CRIMINAL INTELLIGENCE SERVICES CANADA DIRECTORATE (CIS)

095 Criminal Intelligence Service Canada

AIR SERVICES DIRECTORATE (AIR)

100 Air Services and Aircraft Maintenance

ROYAL CANADIAN MOUNTED POLICE

IDENTIFICATION SERVICES DIRECTORATE (IDD)

105 Identification of Criminals
110 Firearms Registration
115 Lost or Stolen Property and Wanted or Missing Persons
120 Fraudulent Cheques and Securities
125 Photography and Audio-Visual aids

FORENSIC LABORATORIES SERVICES DIRECTORATE (LAB)

130 Forensic Laboratory Services
135 Scientific and Technical Services

PROTECTIVE POLICIES DIRECTORATE (PRO)

151 Protective Services
156 Major Events Branch
157 Planning and Support Services Branch
158 Protective Operations Branch
159 Airport Policing
160 Security Engineering Branch
165 Security Systems Branch
166 Electronic Data Processing (EDP) Security Branch
167 Explosive Disposal and Technology Branch

INFORMATICS DIRECTORATE (RSV)

171 Electronic Data Processing Services
196 Canadian Police Information Centre (CPIC) Services
201 Telecommunications Services
225 Administrative Services and Policy Planning
231 Information Systems Management

CANADIAN POLICE COLLEGE (TRN)

240 Canadian Police College

DEPUTY COMMISSIONER OPERATIONS

FOREIGN SERVICES DIRECTORATE (FSD)

015 Foreign Services
080 Interpol

ENFORCEMENT SERVICES DIRECTORATE (CID)

040 Special Services
050 Customs and Excise
060 Immigration and Passport
065 Operational Policy and Planning
071 Crime Prevention and Victims Services
075 National Crime Intelligence
085 Federal Enforcement
090 Contract Policing
091 War Crimes
092 Special Emergency Response Team

ROYAL CANADIAN MOUNTED POLICE

ECONOMIC CRIME DIRECTORATE
(ECD)

046 Economic Crime

NATIONAL SECURITY INVESTIGATIONS DIRECTORATE
(NSI)

077 National Security Investigations

DRUG ENFORCEMENT DIRECTORATE
(DED)

055 Drug Enforcement

OPERATIONAL DIVISIONS
(OPD)

260 Planning
265 Police Community Relations and Crime Prevention
270 Commercial Crime
275 Customs and Excise
280 National Crime Intelligence Services
285 Immigration and Passport
290 Drug Enforcement
295 General Investigation Services
300 Airport Policing
305 General Detachment Policing
310 Law Enforcement Support
315 VIP security
320 Security Engineering
325 Security Systems
330 Crime Index Services
335 Identification Services
340 Telecommunications Services
345 Native Policing

CENTRALIZED CLASSES OF RECORDS

901 Administration
918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

THE COMMISSIONER
ROYAL CANADIAN MOUNTED POLICE
1200 VANIER PARKWAY
OTTAWA, ONTARIO
K1A 0R2
ATTENTION: DEPARTMENTAL ACCESS CO-ORDINATOR

Chapter 97

SCIENCE COUNCIL OF CANADA

A. GENERAL INFORMATION

Historical Background

The Science Council of Canada was created by the *Science Council of Canada Act* in 1966. Its duties were enlarged by amendments made in 1978.

Responsibilities

The Council's major responsibilities are to analyze science and technology policy issues; recommend policy direction to government; keep the public informed about the impact of science and technology in Canada; and stimulate discussion of science and technology policy among governments, industry and academic institutions. It reports to Parliament throught the Minister of State for Science and Technology. The Council operates at "arm's length" from government, designing its own program of research and publishing its findings at its own discretion.

Legislation

- Science Council of Canada Act

Organizational Units and their Role

The Council consists of a chairman, a vice-chairman and up to 28 members drawn from all regions and representative of a variety of disciplines and interests, with a balance maintained between the academic and indistrial communities. Aside from the chairman and vice chairman, members serve without remuneration. The Council's project activities are carried out by staff based in Ottawa and by independent consultants working under contract. In general, the Council identifies areas of policy concern, authorizes exploratory studies, and then selects the most appropriate, specific activities. A major study (i.e. one requiring more than one year to complete) is normally conducted under the guidance of a study committee, which includes a chairman and some members of the Council, and outside experts, if necessary. The staff and consultants under contract carry out the reeach and analysis and draft reports for discussion by appropriate committees and, in the case of formal policy reports, for subsequent submission to project committees and to the Council for approval.

Manuals

Through its publications and other communication activities, the Council increases public awareness of major issues involved in the development and use of science and technology. Science Council Publications are available from the address listed below.

Additional Information

Requests for further information about the Council and its various programs may be directed to:

Science Council of Canada
Berger Building, 17th Floor
100 Metcalfe Street
Ottawa, Ontario
K1P 5M1
(613) 996-2681

B. CLASSES OF RECORDS

Access Procedures

All formal requests under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Science Council of Canada
17th Floor, Berger Building
100 Metcalfe Street
Ottawa, Ontario
K1P 5M1
(613) 996-2681

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of the Science Council has been designated as a reading room where members of the public may inspect any authorized material. The address is: Berger Building, 17th Floor, 100 Metcalfe Street, Ottawa, Ontario.

Classes of Records

SCS/RES-005
Research
Description: These records relate to work completed for specific projects. They include information generated by Council staff and outside experts who have been commissioned to assist in carrying out the projects.

SCIENCE COUNCIL OF CANADA

(SCS)

RESEARCH

(RES)

005 Research

ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
SCIENCE COUNCIL OF CANADA
17th FLOOR, BERGER BUILDING
100 METCALFE STREET
OTTAWA, ONTARIO
K1P 5M1

Chapter 98

SECURITY INTELLIGENCE REVIEW COMMITTEE

A. GENERAL INFORMATION

Historical Background

The Security Intelligence Review Committee was established under the *Canadian Security Intelligence Service Act* on July 16, 1984.

Responsibilities

The Security Intelligence Review Committee, an independent external review body, is mandated to review the performance by the Canadian Security Intelligence Service of its duties and functions. The Committee is required to investigate complaints from individuals who have had their employment prospects affected by the denial of a security clearance. It also investigates reports made to it by the Secretary of State for Citizenship, the Minister of Immigration, the Human Rights Commission, and the Solicitor General of Canada, which relate to national security or to an individual's involvement in organized crime. The Committee is required to report annually to Parliament, through the Solicitor General, on these matters.

Legislation

- Canadian Security Intelligence Service Act

Organizational Units and their Role

The **Research Section** carries out studies and other activities to provide the external review of the Canadian Security Intelligence Service. The **Complaints Section** investigates complaints by individuals, or reports by Ministers, related to security clearances and the national security of Canada.

Manuals

- The Security Intelligence Review Committee's Rules of Practice and Procedures, dated March 9, 1985

Additional Information

Individuals wishing to make general enquiries on the Security Intelligence Review Committee are requested to contact:

The Security Intelligence Review Committee
(613) 990-8441

B. CLASSES OF RECORDS

Access Procedures

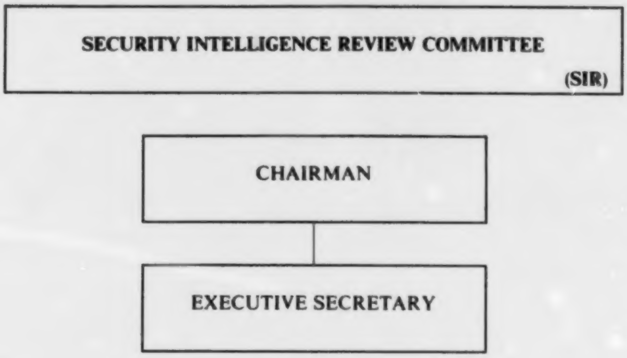
A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Security Intelligence Review Committee
P.O. Box 2430
Station D
Ottawa, Ontario
K1P 5W5
(613) 990-8052

Reading Room

Two offices have been designated under section 71 of the *Access to Information Act* as reading rooms where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. These rooms are situated on the 14th floor of the Journal Tower South at 365 Laurier Avenue West, Ottawa, Ontario.

SECURITY INTELLIGENCE REVIEW COMMITTEE



ACCESS TO INFORMATION
AND PRIVACY CO-ORDINATOR
SECURITY INTELLIGENCE
REVIEW COMMITTEE
P.O. BOX 2430
STATION D
OTTAWA, ONTARIO
K1P 5W5

Chapter 99

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL OF CANADA

A. GENERAL INFORMATION

Historical Background

The Social Sciences and Humanities Research Council (SSHRC) was created in June 1977 by the *Government Organizations (Scientific Activities) Act*, 1976.

Responsibilities

The Council is primarily a grant-giving body with a mandate to promote and assist research and scholarship in the social sciences and humanities and to advise the Minister on matters relating to research which the Minister may refer to Council for consideration. The Council's objectives are to enhance the advancement of knowledge by assisting research; to promote research which would contribute to the fulfillment of national objectives; to facilitate the dissemination of research results and to assist in maintaining and developing the national capacity for research. The Council also conducts inquiries on the state of research in Canada in its disciplines, performs a leadership role in research policy and fulfills a liaison function with government and the scholarly community.

Legislation

- Government Organizations (Scientific Activities) Act, 1976
- Social Sciences and Humanities Research Council By-Laws

Organizational Units and their Role

Office of the Secretary General

The Office of the Secretary General supervises the administration of the Secretariat, the Policy and Planning Division, and the Information Division.

The **Secretariat** performs secretariat functions for the Council and its standing committees and any other ad hoc groups created to study particular issues. It maintains liaison with the provinces in areas of the Council's concern. The Secretariat also administers the Access to Information and Privacy (ATIP) legislation.

The **Policy and Planning Division** conducts research and analysis related to the work of the Council and is responsible for the co-ordination of policy and program development. The Division also plans, carries out and co-ordinates the evaluation policy of Council programs, activities and procedures; tests new methods for evaluating the results of research support; and administers the matching funds policy.

The **Information Division** is responsible for public relations with government, the scholarly community, the media and the general public. It publishes the annual report, administrative information on fellowships and grants programs, and reports of consultative groups. It also prepares news releases, newsletters, official briefs, statements and speeches.

Office of the Executive Director, Program Branch

The Office of the Executive Director administers the Branch which fosters, promotes and assists research through the delivery of the Council's grant and scholarships programs.

The **Research Grants Division** administers programs of financial support to individuals for scholarly research and provides funds directly to universities, on a formula basis, for small research and travel grants as well as for the development of research potential.

The **Strategic Grants Division** awards grants to institutions and individual scholars to provide assistance for research and other scholarly work contributing to the fulfillment of national objectives. The Strategic Grants program has two objectives: one, as indicated by its themes (the Human Context of Science and Technology, etc.) is to establish a base of knowledge on identified social needs or problems; the other, as indicated by the areas of focus, (Management Research, etc.) is to support activities designed to help redress underdevelopment.

The **Research Communication and International Relations Division** is responsible for grants awarded to aid learned journals, scholarly publications and associations, specialized research collections in university libraries, occasional scholarly conferences in Canada and aid to umbrella organizations. This division also administers programs which provide travel grants for international representation, aid to international secretariats in Canada, and grants for international congresses in Canada.

The **Fellowships Division** administers fellowships for research training and independent research.

Manuals

(Secretariat)
- Financial Administration Manual, SSHRC
- Treasury Board Guidelines on the Access to Information and Privacy Acts

(Policy and Planning)
- Guide on the Program Evaluation Function
- Principles for Evaluation of Programs
- Procedures for the Administration of the Matching Funds Policy
- SSHRC Statistical Tables

(Research Grants)
- Aid to Small Universities Guidelines
- General Research Grants Guidelines
- Guides for Applicants: Standard Research Grants; Major Research Grants
- Information and Instructions for Research Grants Adjudication
- Procedures Manual for the Divisional Programs

(Strategic Grants)
- Canadian Studies Research Tools Guidelines
- Guides for Applicants: The Family and the Socialization of Children; The Human Context of Science and Technology;

Managing the Organization in Canada; Women and Work; Education and Work in a Changing Society
- Information and Instructions for Strategic Grants Adjudication
- Procedures Manual for the Divisional Programs

(Research Communication and International Relations)
- Information and Instructions for Research Communication and International Relations Adjudication
- International Relations Guidelines: Travel Grants for International Representation; Grants for International Congresses in Canada
- Procedures Manual for the Divisional Programs
- Research Communication Guidelines: Aid to Learned Journals; Aid to Occasional Scholarly Conferences in Canada; Aid and Attendance Grants to Scholarly Associations; Aid to Umbrella Organizations; Aid to Scholarly Publications; Support to Specialized Research Collections

(Fellowships)
- Bora Laskin Fellowship in Human Rights Research Guidelines
- Canada Research Fellowships Guidelines
- Guides to Applicants: Doctoral Fellowships; Postdoctoral Fellowships; Queen's Fellowships
- Jules and Gabrielle Léger Fellowships Guidelines
- Information and Instructions for Fellowships Adjudication
- Procedures Manual for the Divisional Programs
- Thérèse F.-Casgrain Postdoctoral Fellowship Guidelines

Additional Information

Requests for further information about the Council and its various programs and functions may be addressed to:

General, Parliamentary and Press Inquiries:

Chief of Information
Social Sciences and Humanities Research Council
P.O. Box 1610
Ottawa, Ontario
K1P 6G4
(613) 992-4283

General Inquiries/Programs Administered by SSHRC:

Fellowships: (613) 992-0525
Research Grants: (613) 992-3145
Strategic Grants: (613) 992-3027
Research Communication and International Relations: (613) 992-3131

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Social Sciences and Humanities Research Council
P.O. Box 1610
Ottawa, Ontario
K1P 6G4
(613) 992-0562

Reading Room

As required under section 71 of the *Access to Information Act*, meeting room 1003 has been designated as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: 10th Floor, 255 Albert Street, Ottawa, Ontario.

Classes of Records

SHR/SEC-005

Secretariat Documents

Description: Official records and minutes of meetings held under the auspices of the Council; information on co-operation and liaison with the provinces, on legal matters, and on the administration of the ATIP legislation. *Topics:* Council, Executive Committee, Program Committee and Audit Committee; establishment; organization; functions; agenda; notices; minutes; reports; liaison with Ontario and Quebec; acts and legislation; by-laws; statutory regulations; ATIP requests, reports, directives from Treasury Board; correspondence.

SHR/INF-015

Information

Description: Information on Council programs and policies, publications, public relations. *Topics:* Annual report; newsletters; public relations (news releases, speeches, statements, press clippings); history and background of Council; publications (reports of enquiries, working groups, consultative groups, workshops); production of documents (application forms, brochures, guidelines, etc.); correspondence.

SHR/EVA-020

Policy, Planning and Evaluation of Programs

Description: Information on the plans and programs, and on the evaluation of Council programs and on the matching funds policy. *Topics:* Review and analysis of progress in program accomplishments in relation to program goals; Five-Year Plans; new programs; evaluation assessments; surveys; studies and reports; reports and statistics on the matching funds policy.

SHR/EVA-025

Program Statistics

Description: Statistics correlating the number of applications, the amounts of money requested, the number of awards made and the amount paid out in awards with various data on the applicants — academic discipline, language of application (English or French), sex, province of residence, university affiliation, citizenship (Canadian or permanent resident).

SHR/RES-035

Research Grants

Description: Application files for scholars requesting a research grant.

SHR/RES-040

Major Research Grants

Description: Application files for scholars requesting a major research grant.

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL OF CANADA

SHR/RES-045

Negotiated Grants

Description: Application files for requests from universities on behalf of teams of researchers for grants to carry out a program of research or long-term, large-scale editorial projects.

SHR/RES-055

General Research Grants

Description: Information on requests for block funding to universities for small research and travel grants.

SHR/RES-060

Internal Program Committees, Research Grants Division

Description: Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/RES-065

Electronic Data Banks, Research Grants Division

Description: In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals who apply for grants. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. Adjudication records and financial payment records are maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

SHR/STR-075

Family and the Socialization of Children

Description: Application files for individuals, institutions and groups requesting grants in the area of family and the socialization of children. *Topics:* Grant requests — research, seed money, research workshops.

SHR/STR-080

Women and Work

Description: Application files for individuals, institutions and groups requesting grants in the area of women and work. *Topics:* Grant requests — research, seed money, research workshops.

SHR/STR-085

Canadian Studies: Research Tools

Description: Application files for individuals, institutions and groups requesting grants to prepare finding aids for primary and secondary source materials in the field of Canadian Studies.

SHR/RES-090 *Formerly identified as:* SHR/STR-090

Aid to Small Universities

Description: Application files for universities meeting the eligibility criteria and requesting grants to help develop research potential.

SHR/IDR-095 *Formerly identified as:* SHR/STR-095

Support for Specialized Research Collections in University Libraries

Description: Application files for Canadian university libraries requesting grants to improve library collections which are considered as having national or regional significance for research in a particular area. *Topics:* Grant requests — regular program; Fleeting Opportunities program.

SHR/STR-105

Managing the Organization in Canada

Description: Application files for individuals, institutions and groups requesting grants in the area of managing the organization in Canada, covering the development of innovation, entrepreneurship and marketing expertise for Canadian business and industry at home and abroad. *Topics:* Grant requests — research grants, seed money, research workshops, research initiatives.

SHR/STR-110

Human Context of Science and Technology

Description: Application files for individuals, institutions and groups requesting grants in the area of the human context of science and technology. *Topics:* Grant requests — research, seed money, research workshops.

SHR/STR-112

Education and Work in a Changing Society

Description: Application files for individuals, institutions and groups requesting grants for research on the relationship between education and work in a changing society. *Topics:* Grant requests — research grants, seed money, research workshop.

SHR/STR-115

Internal Program Committees, Strategic Grants Division

Description: Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/STR-120

Electronic Data Banks, Strategic Grants Division

Description: In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals and groups who apply for grants. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. Adjudication records and financial payment records are maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

SHR/IDR-125

Aid to Learned Journals

Description: Application files for learned societies, research institutions and groups of scholars requesting assistance towards the production of learned journals which meet the criteria of professional scholarship.

SHR/IDR-130

Aid to Occasional Scholarly Conferences in Canada

Description: Application files for universities, groups of scholars and scholarly associations requesting partial travel and subsistence costs of participants in scholarly conferences held in Canada.

SHR/IDR-136

Aid and Attendance Grants to Scholarly Associations

Description: Application files for scholarly associations requesting assistance towards administrative costs and travel costs incurred by members in attending their annual general meetings.

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL OF CANADA

SHR/IDR-145

Aid to Scholarly Publications

Description: Information on requests administered by the Social Science Federation of Canada and the Canadian Federation for the Humanities to assist the publication of works of advanced scholarship by defraying the publisher's deficit on the production and marketing of the book.

SHR/IDR-150

Support to Umbrella Organizations (New)

Description: Application files from the Canadian Federation for the Humanities, the Social Science Federation of Canada, *l'Association canadienne-française pour l'avancement des sciences* and the Royal Society for major support of their administrative expenses.

SHR/IDR-160

Travel Grants for International Representation

Description: Application files for grants to Canadian scholars serving on boards of international scholarly organizations for travel to management and policy meetings of these organizations.

SHR/IDR-161

Travel Grants for International Conferences

Description: Information on block grants to Canadian universities for Canadian scholars contributing to major international scholarly meetings.

SHR/IDR-175

Grants for International Congresses in Canada

Description: Application files for grants to assist Canadian scholars for administration, publication and participation costs of international scholarly conferences in Canada.

SHR/IDR-191

Program for Canadian Research Institutes Abroad

Description: Application files for institutes to assist Canadian scholars abroad.

SHR/IDR-200

Internal Program Committees, Research Communication and International Relations Division

Description: Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/IDR-205

Electronic Data Banks, Research Communication and International Relations Division

Description: In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals and groups who apply for grants. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. Adjudication records and financial payment records are maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

SHR/FEL-215

Postdoctoral Fellowships

Description: Application files for scholars at the postdoctoral level who are requesting funds to engage in full-time postdoctoral research; application files for postdoctoral fellowship holders applying for a second year of support.

SHR/FEL-216

Queen's Fellowships

Description: Two or three fellowships selected from doctoral fellowship recipients entering a program in Canadian Studies at a Canadian university.

SHR/FEL-220

Doctoral Fellowships

Description: Application files for students seeking financial assistance to carry out a program of studies leading to a Ph.D.; application files for doctoral fellowship holders applying for support for a second, third and fourth year of a doctoral program.

SHR/FEL-221

Development of Management Research

Description: Application files for students seeking doctoral fellowships in Management and Administrative Studies.

SHR/FEL-226

Canada Research Fellowships

Description: Application files for scholars at the postdoctoral level to carry out research.

SHR/FEL-230

Jules and Gabrielle Léger Fellowship

Description: Application files for senior scholars requesting support for research and writing on the history, role and function of the Crown and the Governor-General in a parliamentary democracy.

SHR/FEL-240

Bora Laskin National Fellowship in Human Rights Research

Description: Application files for scholars requesting support to pursue a specific multi-disciplinary program of work in human rights research.

SHR/FEL-241

Thérèse F.-Casgrain Postdoctoral Fellowship

Description: Application files for scholars at the postdoctoral level requesting support for research on women and social change in Canada.

SHR/FEL-242

Joint Initiatives: SSHRC/FCAR/NSERC (New)

Description: Application files for doctoral fellowship recipients wishing to experience a different linguistic milieu and place of study, transferring, for example, from Quebec to another province, or vice versa.

SHR/FEL-243

The Canadian Law Scholarship Foundation/SSHRC Legal Research Fellowship (New)

Description: Application files for outstanding doctoral fellowship recipients who intend to undertake a program in Canadian civil or common law.

SHR/FEL-245

Internal Program Committees, Fellowships Division

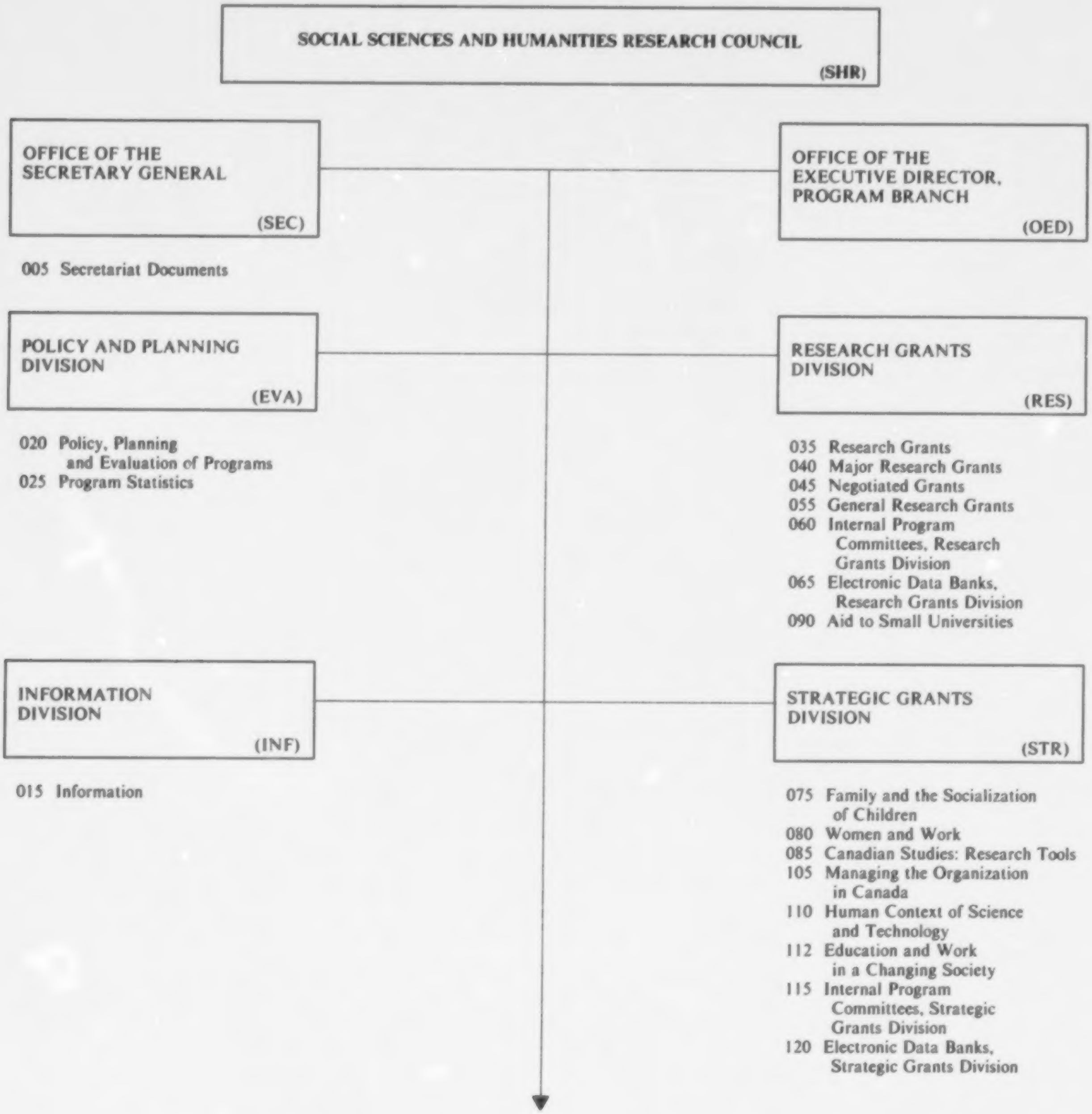
Description: Information on program planning committees, operations committees, task forces and policy review committees. *Topics:* Records and minutes of meetings, reports, committee membership, correspondence.

SHR/FEL-250

Electronic Data Banks, Fellowships Division

Description: In addition to the hard copy records and files, electronic data banks of information are maintained on all individuals who apply for fellowships. These banks include the applicant's name, address, academic qualifications, occupation, sex, language of application (English or French), citizenship (Canadian or permanent resident), title of project, academic discipline and amounts of money requested and awarded. Adjudication records and financial payment records are maintained for each program. The banks are used for historical records of all applicants and to initiate and record payment transactions.

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL OF CANADA



SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL (SHR)

OFFICE OF THE SECRETARY GENERAL (SEC)

005 Secretariat Documents

POLICY AND PLANNING DIVISION (EVA)

020 Policy, Planning and Evaluation of Programs
025 Program Statistics

INFORMATION DIVISION (INF)

015 Information

OFFICE OF THE EXECUTIVE DIRECTOR, PROGRAM BRANCH (OED)

RESEARCH GRANTS DIVISION (RES)

035 Research Grants
040 Major Research Grants
045 Negotiated Grants
055 General Research Grants
060 Internal Program Committees, Research Grants Division
065 Electronic Data Banks, Research Grants Division
090 Aid to Small Universities

STRATEGIC GRANTS DIVISION (STR)

075 Family and the Socialization of Children
080 Women and Work
085 Canadian Studies: Research Tools
105 Managing the Organization in Canada
110 Human Context of Science and Technology
112 Education and Work in a Changing Society
115 Internal Program Committees, Strategic Grants Division
120 Electronic Data Banks, Strategic Grants Division

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL OF CANADA

RESEARCH COMMUNICATION AND INTERNATIONAL RELATIONS DIVISION

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ACCESS TO INFORMATION
CO-ORDINATOR
SOCIAL SCIENCES AND HUMANITIES
RESEARCH COUNCIL
P.O. BOX 1610
OTTAWA, ONTARIO
K1P 6G4

Chapter 100

SOLICITOR GENERAL CANADA

A. GENERAL INFORMATION

Historical Background

The Department of the Solicitor General was established in 1966 with the enactment of the *Department of the Solicitor General Act*. The Secretariat was formed in 1973 to support the Minister in the performance of his duties.

Responsibilities

Under the *Departmental Act*, the Solicitor General is responsible for federal matters relating to policing, corrections, and domestic aspects of national security. The Solicitor General is also the lead minister for counter-terrorism.

These responsibilities are fulfilled through the activities of the Royal Canadian Mounted Police (RCMP), Canadian Security Intelligence Service (CSIS), Correctional Service Canada (CSC), the National Parole Board (NPB), and the review agencies: the Inspector General of CSIS, the Correctional Investigator, the RCMP Public Complaints Commission, the RCMP External Review Committee, and the Secretariat.

The Secretariat supports the Minister by developing strategic plans and policies that provide long-term direction for the Minister; by developing legislation, sectoral policies and programs to strengthen security, policing and corrections consistent with national requirements and government priorities; by advising on operational plans, policies and practices, external relations and public communications; and, by co-ordinating the management of crises and issues of strategic concern to the Minister.

Legislation

- Canadian Security Intelligence Service Act
- Criminal Identification Act
- Criminal Code of Canada
- Criminal Records Act
- Department of the Solicitor General Act
- Diplomatic and Consular Privileges and Immunities Act
- Fugitive Offenders Act
- Immigration Act 1976
- Migratory Birds Act
- Parole Act
- Penitentiary Act
- Prisons and Reformatories Act
- Royal Canadian Mounted Police Act
- Citizenship Act
- Security Offences Act
- Transfer of Offenders Act

Organizational Units and their Role

Police and Security Branch

The Branch provides policy advice to the Solicitor General on the role, priorities, programs and operational activities of the Royal Canadian Mounted Police and the Canadian Security Intelligence Service. The Branch also develops policy on federal law enforcement, national policing issues, national security, contingency planning and counter-terrorism. To facilitate clear, effective direction to the RCMP and the Canadian Security Intelligence Service and the co-ordination of the counter-terrorism program, the Branch has three Directorates:

The **Security Policy and Operations Directorate** comprises two divisions: Security Policy, and Security Operations. The Directorate supports the Deputy Solicitor General, in consultation with the Director of CSIS, on the general operational policies of the CSIS, certain operational activities, and the related security enforcement activities of the RCMP including the following: written direction issued by the Solicitor General to CSIS with respect to CSIS operational and corporate policies; activities associated with the Solicitor General and Deputy Solicitor General's accountability for CSIS; arrangements for co-operation on security matters between the CSIS, the RCMP, and provincial and foreign authorities; the security policy implications of legislative action and the disclosure of security information to government, the courts, individuals, and the public; conformity to legislation, ministerial guidelines and standards of operational proposals, applications for judicial approval for investigative techniques provided for in the *CSIS Act*, and other sensitive investigative activities and cases including those under the *Immigration Act* and *Citizenship Act*, referred to the Solicitor General for approval.

The **National Security Co-ordination Centre** is responsible for providing leadership in the identification and resolution of policy and program issues that are interdepartmental in scope and impact. It is responsible for program co-ordination, principally in the area of counter-terrorism. Its focus, while rooted ultimately in the Solicitor General's security reponsibilities, is predominantly interdepartmental. The directorate manages the Security Advisory Committee, providing a point of contact between the security sector, the foreign intelligence sector, and central agencies that have broad governmental responsibilities. The unit is the departmental co-ordination point for contingency planning and crisis management.

The **Police and Law Enforcement Directorate** is responsible for developing and reviewing policy proposals governing the overall effectiveness and accountability of the RCMP; developing and implementing federal policy on the management of RCMP policing agreements with provinces, territories and municipalities; and reviewing RCMP policy and expenditure submissions. It is also responsible for developing policy, programs and research for federal-provincial law enforcement initiatives and participating in the development of policy, programs and research initiatives with federal and national policing and law enforcement implications.

Communications Group

The Communications Group explains Ministry objectives, roles and activities to all those within the criminal justice system and to the public, and serves the information and communication needs of the Solicitor General and the Secretariat in particular. The Group ensures effective communication with the public in support of government and Ministry objectives through the integration of communications with policy and program development as well as operations.

Corrections Branch

The Corrections Branch advises the Minister and the Deputy Minister on corrections matters; develops federal policy and legislation to meet government responsibilities for correctional services; conducts research and analysis in support of policy, program development and planning; and advises on the operational submissions of the CSC and NPB and the findings of the various review agencies.

The **Corrections Research and Strategic Policy Directorate** is responsible for research and long-term policy and program development to advise the Minister on strategic directions for policy, program, and legislative inititatives, with respect to the Minister's responsibilities for the CSC and the NPB and to his national role.

The **Corrections Policy and Program Analysis Directorate** provides advice and information regarding on-going and proposed federal correctional policies and operations, as well as the criminal justice environment in which they occur. Advice is provided on ministerial decision-making related to the Solicitor General's responsibilities for the management and direction of the CSC and the NPB.

Planning and Management Branch

The Planning and Management Branch advises the Solicitor General and the Deputy Solicitor General on a range of Ministry corporate management issues including strategic and operational plans and planning processes; research and statistics policy and priorities; management information systems, informatics policies and plans; evaluation and audit; financial, administrative and human resource policies; Cabinet and parliamentary affairs; federal-provincial, private and voluntary sector issues; ministerial correspondence and Access to Information and Privacy issues. The regional offices of the Secretariat inform the Secretariat and the Ministry of provincial and community pressures, opportunities and priorities; and is responsible for regional communications.

The **Planning and Systems Group** is responsible for strategic and operational plans as well as planning in terms of human resources, and planning processes; research and statistics policy, plans and priorities, environmental scans, surveys and long-term research in support of planning; management information systems, informatics policies and plans; and financial policies and practices.

The **Executive Services Directorate** supports the Minister, the Deputy Minister, the agencies and the Secretariat on: Cabinet and parliamentary affairs; federal-provincial, private and voluntary sector relations; international issues; Access to Information and Privacy issues. Through the regional offices, the Group provides regional representation, consultation, liaison, planning and communications support for the Minister, the Secretariat and, as requested, for the agencies.

The **Management Review Directorate** is responsible for Secretariat program evaluation, audit and other aspects of management review. The Directorate advises the Deputy Minister and senior management regarding information and experience gained through audit and other review.

The **Finance and Administration Division** provides financial accounting and administrative support to the management and operation of the Secretariat and the Review Agencies. This is done through the preparation, implementation and delivery of administrative and financial policies, procedures, programs and services and through the provision of advice and guidance on the application of administrative and financial accounting policies to ensure effectiveness, accountability and adherence to government requirements.

The **Human Resources Division** promotes effective human resources management by co-ordinating and offering advice on Ministry-wide human resources planning and management. The Division also offers advice on the development of comprehensive human resources policies, plans and programs; provides a full range of personnel services for the Solicitor General Secretariat and the review agencies; and manages special projects and studies in support of human resources management.

Manuals

- Administration Manual
- Desk Procedures Manual — Records and Mail Section Activity Chart
- Document Classification and Designation Guide
- Electronic Surveillance: A Guide for Peace Officers
- Finance Manual
- Financial Coding Manual
- Government Communications Policy
- Guidelines for Agents Designated by the Solicitor General of Canada Pursuant to paragraph 185(1) (*a*) of the Criminal Code — Invasion of Privacy — Part VI of the Criminal Code
- Management Review Manual
- Personnel Policies and Procedures
- Police and Security Branch Forms Completion Guide
- Records Manual

Additional Information

The Secretariat has general information services available to the public which should be consulted as a first step to obtaining further information about the Ministry and its various programs and functions. Please contact:

Communications Group
Ministry Secretariat
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
(613) 990-2744

You may also consult the:

Ministry Library and Reference Centre
Ministry Secretariat
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
(613) 991-2787

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and addressing it to:

Access to Information and Privacy Co-ordinator
Ministry Secretariat
Solicitor General Canada
Ground Floor
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
(613) 991-2930

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of this institution has been designated as a reading room where members of the public may examine policy, administrative and operational manuals which employees of the Ministry utilize to administer current government programs and activities that affect the public. The reading room also retains copies of all documents released in response to formal requests under the *Access to Information Act*, which are available for consultation by the public. The public reading room is located on the ground floor of the Ministry headquarters at 340 Laurier Avenue West, Ottawa, Ontario.

Classes of Records

SGC/PSB-010
Fingerprint Examiner
Description: Information on requirements for designation and revocation of fingerprint examiners under subsection 667(5) of the *Criminal Code*. *Topics:* Requirements, designation, revocation. *Retrievability:* Files are arranged by province.

SGC/PSB-015
Policing and Law Enforcement
Description: Information on issues related to federal policing and law enforcement in general, excluding national security; police accountability to the executive and the public; policing functions; the organization and management of policing; preventive policing; also the resources, role, function, services, management, administration and operations of the RCMP including policing agreements, personnel policies and practices; and projects relating to policing and law enforcement which have been funded or proposed for funding by the Ministry Secretariat. *Topics:* Policing and law enforcement; women and natives in policing; private policing; Police Week; accountability; law enforcement and the prosecutorial function; police discretion; federal policing; Criminal Code Review/Police Powers; Federal Law Enforcement Under Review; federal-provincial relations; ports and railway policing; mutual assistance treaties; comprehensive drug strategy; Enterprise Crime; police functions; patrol; traffic; criminal investigation; electronic surveillance; organization and management; management information systems; safety; preventive policing; consultation centres; vandalism; preventive policing programs; RCMP administration; finance; buildings and property; claims; telecommunications; information access; productivity and performance; airport police; regulations; Marin Commission; bilingualism; contract delegation; operational plan; Ministerial enquiries; training; Policing Agreements — provincial, international and interdepartmental; policing operations; Canadian Police Information Centre; protective policing; criminal records; investigations; drug enforcement program; liaison with foreign countries; methods and procedures; RCMP jusrisdiction; requests for assistance; Ministerial Directives; Macdonald Commission; RCMP Personnel Policies; recruitment; salaries; Benefit Trust Fund; grievance and appeals; complaints against RCMP; promotion and appointments; pension plans; labour relations; travel; termination of service; RCMP External Review Committee and RCMP Public Commplaints Commission. Project files are arranged by name of project.

SGC/PSB-016
Security Intelligence Transition Group (SITG)
Description: Information on the operations of the Security Intelligence Transition Group. This group was created in August 1981 to plan for the creation of a security intelligence agency separate from the RCMP and disbanded in July 1984 with the creation of CSIS. *Topics:* Commission of Enquiry into the RCMP Report recommendations; advice on pending legislation; the organizational, administrative, and personnel structure of the new security intelligence agency; and public opinion and enquires. All files are located in Ottawa.

SGC/PSB-020
Contingency Planning and Counter-Terrorism — National Security Co-ordination Centre
Description: Information on the development of contingency and preparedness plans in the event of a threat to the government structure, including situation responses, either in a resource or lead capacity; implementation of Counter-terrorism Task Force recommendations, including the national counter-terrorism plan. *Topics:* Contingency plans in peacetime; war; hijacking; hostage-taking; counter-terrorism programs; Ministry Crisis Centre/National Security Co-ordination Centre — Situation Room; exercises.

SGC/PSB-025
Part VI, Criminal Code — Invasion of Privacy
Description: Information on the policy, procedures and administrative aspects of the use of electronic surveillance for the interception of private communications. This information is used to assist the Minister in fulfilling his responsibilities under Part VI of the *Criminal Code of Canada*, the provision of operational guidelines to designated agents and peace officers. This class of records also contains information from police operational reports from agents designated under paragraph 185(1)(*a*) which is required to assist the Minister in fulfilling his responsibilities, as defined in section 195 of the *Criminal Code of Canada*, regarding the submission to Parliament of an annual report on the use of electronic surveillance.

SGC/PSB-030
Security and Intelligence Committees
Description: Information on the operations of security and intelligence committees, as well as the provision of administrative and policy support to these committees. *Topics:* Security Advisory Committee; Intelligence Advisory Committee; Inter-departmental Committee on Security and Intelligence; Cabinet Committee on Security and Intelligence; subcommittees and study groups on the administrative security policy and national internal security policy responsibilities of

the above committees. *Retrievability:* Files are arranged by committee, subcommittee or study group title, and by subject. All files are located in Ottawa.

SGC/PSB-035
Security Information
Description: The analysis and dissemination of information on potential threats to the internal security of the Government of Canada. *Topics:* Internal security — policy; espionage, terrorism; civil disorder; analysis of security and intelligence information; periodic status reports.

SGC/PSB-040
Security Policy
Description: Information on the internal security policies of the Government of Canada. *Topics:* Security issues, statements and legislation; administrative security policy; and national security policy. All files are located in Ottawa.

SGC/COR-045 *Formerly identified as:* SGC/COR-050, 095
Institutional Corrections
Description: Information on incarceration and on topics arising as a result of a sentence to a prision term, including information on specific programs, research and statistics. *Topics:* Long-term incarceration; classification and typologies; inmates' rights; health care; correctional investigator, dissociation; grievance procedures; riots; hostage taking; suicides; independent chairpersons; life skills; trade and professional education; treatment program; living units; remission, rehabilitation.

SGC/PMB-051
National Crime Prevention Week
Description: Information on the co-ordination of the National Crime Prevention Week, including participation by the provinces, other federal institutions, as well as other organizations involved in crime prevention. *Topics:* Meetings; Ministry information materials; National Crime Prevention Week poster, logo, theme, initiatives, stand, evaluations, and publicity kit; organizations involved in the Week.

SGC/PMB-055
Program Evaluation Studies
Description: The information bank for multiple data collection will provide data on the various program components of the Secretariat, enabling a comprehensive evaluation of the programs and their impacts. The data collected will promote more effective, efficient and innovative management of the Solicitor General Secretariat.

SGC/COR-060
Capital Punishment
Description: Information on policy, enquiries and the issues leading up to, as well as follow-up monitoring, of the effects on the criminal justice system of the legislation to abolish capital punishment (includes research and statistical data).

SGC/COR-070
Correctional Manpower Development
Description: Information on the staffing of correctional programs. *Topics:* Policy; volunteers; ex-inmates; training; career development; staff attitudes and surveys; job satisfaction; psychological testing and staff selection.

SGC/COR-071 *Formerly identified as:* SGC/COR-065, 090
Alternatives to Incarceration
Description: Information on community sanctions. *Topics:* Probation; alternative sentencing; restitution; reparative sanctions.

SGC/COR-075
Corrections Policy
Description: Information on correctional policy, including the procedure for determining how and where offenders serve their sentences of incarceration; and projects relating to corrections which have been funded or proposed for funding by the Ministry Secretariat. *Topics:* Exchange agreements; inquiries, cost of correctional services; correctional objectives; aboriginal offenders; female offenders; visible minority corrections; Correctional Law Review, treatment of offenders. Project files are arranged by name of project.

SGC/PSB-080
Crime
Description: Information on the nature and study of various types of crime; and on projects designed to develop policies, procedures or and national programs for police, the private sector, and communities directed at avoiding the commission of a criminal act or offence. *Topics:* The costs of crime and the criminal; unemployment and crime; homicide; sexual offences; computers and crime; white-collar crime; impaired driving; terrorism; psychoactive substance abuse; Police Training Manual; anti-vandalism; Crime Prevention Kit.

SGC/COR-085
Criminal Justice
Description: Information on the criminal justice system, including projects relating to criminal justice which have been funded or proposed for funding by the Ministry Secretariat. *Topics:* Objectives of the criminal justice system; myths on crime and criminal justice; sentencing; victims; missing children; various international criminal offences. Project files are arranged by name of project.

SGC/COR-100
Conditional Release (New)
Description: Information on all aspects of conditional release from institutions. *Topics:* Parole decision-making, parole guidelines; parole supervision; mandatory supervision; temporary absences; clemency; factors related to success/risk reduction; procedural safeguards; parole officer's role.

SGC/COR-105
International Transfer of Offenders (New)
Description: Information on the issues regarding the international transfer of offenders, where the person has been convicted and sentenced in a foreign state and requests to serve the remaining portion of the sentence in his/her home country. *Topics:* Policy; treaties; objectives of international transfers; requirements; restrictions.

SGC/COR-110 *Formerly identified as:* SGC/PSB-110
Public Attitudes
Description: Information on the attitudes of individuals towards the criminal justice system. *Topics:* Policy; attitudes towards agents of the system; offender attitudes; children's attitudes.

SGC/COR-115 *Formerly identified as:* SGC/PSB-115
Special Offender Populations
Description: Information on sub-groups of offenders identifiable on the basis of age, gender, race, offence or special need. *Topics:* Policy; females; aboriginal peoples; sex offenders; drug offenders.

Deleted Classes of Records

The following classes of records have been incorporated into SGC/COR-045:

SGC/COR-050	Incarceration (Imprisonment)
SGC/COR-095	Institution (Prison) Design and Programs

The following classes of records have been incorporated into SGC/COR-071:

SGC/COR-065	Community-Based Corrections
SGC/COR-090	Diversion

SOLICITOR GENERAL CANADA

SOLICITOR GENERAL CANADA
(SGC)

POLICE AND SECURITY BRANCH
(PSB)

010 Fingerprint Examiner
015 Policing and Law Enforcement
016 Security Intelligence Transition Group (SITG)
020 Contingency Planning and Counter-Terrorism — National Security Co-ordination Centre
025 Part VI, Criminal Code — Invasion of Privacy
030 Security and Intelligence Committees
035 Security Information
040 Security Policy
080 Crime

CORRECTIONS BRANCH
(COR)

045 Institutional Corrections
060 Capital Punishment
070 Correctional Manpower Development
071 Alternatives to Incarceration
075 Corrections Policy
085 Criminal Justice
100 Conditional Release
105 International Transfer of Offenders
110 Public Attitudes
115 Special Offender Populations

PLANNING AND MANAGEMENT BRANCH
(PMB)

051 National Crime Prevention Week
055 Program Evaluation Studies

COMMUNICATIONS GROUP
(COM)

ACCESS TO INFORMATION AND PRIVACY CO-ORDINATOR
MINISTRY SECRETARIAT
SOLICITOR GENERAL CANADA
GROUND FLOOR
340 LAURIER AVENUE WEST
OTTAWA, ONTARIO
K1A 0P8

Chapter 101

THE ST. LAWRENCE SEAWAY AUTHORITY

A. GENERAL INFORMATION

Historical Background

The St. Lawrence Seaway Authority (SLSA) was established in 1954 by the *St. Lawrence Seaway Authority Act*, and is designated a proprietary corporation (Schedule C, Part I) within the meaning and purpose of the *Financial Administration Act*.

Responsibilities

The Authority was incorporated to ensure the acquisition of lands for, and the construction, maintenance and operation of all such works as may be necessary to provide and maintain, alone or in conjunction with an appropriate authority in the United States, a deep waterway between the Port of Montréal and Lake Erie; and the construction, maintenance and operation of all such works as the Governor in Council may deem necessary to fulfil any obligation undertaken pursuant to any present or future agreement. It also ensures the acquisition of lands for, and construction, maintenance and operation, alone or in conjunction with an appropriate authority in the United States, of bridges connecting Canada with the United States as authorized by the Act; and acquisition, with the approval of the Governor in Council, of shares in or property of any bridge company, as well as operation and management of these bridges; and the acquisition of lands for, and construction or acquisition, maintenance and operation of such works or other property as the Governor in Council may deem neccessary for works undertaken pursuant to the Act.

The Authority reports to Parliament through the Minister of Transport.

Legislation

- St. Lawrence Seaway Authority Act, R.S.C. 1970, chapter S-1

Organizational Units and their Role

The three members of the Authority, appointed by Order-in-Council, as well as the Corporate Secretary, Legal Counsel and the Director of the Planning Branch, are located in Ottawa, Ontario. The Finance and Accounting Branch, Operations and Maintenance Branch, Personnel and Administration Branch, and the Audit Division are located in Cornwall, Ontario. The headquarters of the Eastern Region, which extends from Montreal to Lake Ontario, is in St. Lambert, Quebec. The Engineering Services Branch is also located there. The Western Region headquarters, which operates the Canadian-owned Welland Canal, is in St. Catharines, Ontario.

Planning Branch

This branch is responsible for applying a comprehensive and systematic approach to clarifying corporate objectives, making strategic decisions and checking progress towards the objectives.

The **Corporate Planning** section is responsible for the preparation of specific corporate plans for fiscal periods and the development of strategies for improving productivity. It also participates in the formulation of financial policies.

The **Economics** section is responsible for economic market analysis to determine commodity flows along the seaway; traffic forcasting (through the preparation and update of short- and long-range forecasts for commodity movements); tolls and sensitivity analyses, including monthly and annual toll revenue estimates; and economic studies respecting regional impacts of the seaway through cost benefit analyses, feasibility studies and evaluation of reports.

The **Systems** section is responsible for the preparation of NATO emergency plans and co-ordination with Transport Canada respecting exercises and continuing monitoring of the Great Lakes/Seaway system; telecommunications co-ordination respecting all regions of the Authority regarding use and changes; and statistical analyses respecting fleet composition and changing features of the ocean and lakes fleet of vessels.

The **Technical** section is responsible for the engineering analyses of conventional improvements and of incremental twinning concepts on the seaway; cost benefit studies related to improvements, project proposals and property requirements; and depreciation studies concerned with Special Audit requirements of the Auditor General's Department on behalf of the Authority.

The **Business Development** section is responsible for the support and co-ordination of industry efforts in marketing the St. Lawrence Seaway/Great Lakes system through promotional endeavours and its research and co-ordination of marketing information. Promotional activities are pursued by continuing efforts through trade missions, fairs, conferences and the development of promotional material.

Finance and Accounting Branch

This branch encompasses the Office of the Comptroller and Treasurer. The prime responsibilities of this office include the care and custody of all monies and securities, including their deposit, and the maintenance of accounts and the preparation of detailed reports thereof.

The Branch provides advice on all financial matters to the Authority and Senior Officers within the organization, formulates financial policies, and exercises functional management over financial activities in other branches and regions. It liaises with various government departments, provides financial services for subsidiaries, and prepares the budget.

The **Treasury** section is responsible for receiving and depositing monies, maximizing investment income, financial planning (including long-range and budgeting); and monitoring financial results.

The **Accounting** section is responsible for developing and monitoring accounting systems, reporting results through financial statements, disbursing monies to Authority employees and suppliers, and establishing controls to safeguard the assets of the Authority.

The **Tolls and Statistics** section is responsible for receiving cargo declarations from users, preparing invoices for tolls, and maintaining statistical information on transits and commodities.

The **Management Information** section is responsible for developing and maintaining programs and systems required in the areas of Treasury, Accounting, Tolls and Statistics, Purchasing, Personnel, leases, regional maintenance information, fixed and movable assets, and depreciation and stores. It also prepares reports in accordance with defined schedules, and participates in the evaluation and acquisition of electrical (computer) equipment. It is also responsible for the Forms Management Programme.

Operations and Maintenance Branch

The Branch monitors system performance to detect trends, and monitors capacity policy factors; participates in the development of capacity demand policies and the generation and evaluation of proposals related to the capacity/demand balance; and initiates and/or participates in the design and implementation of new operational programs related to capacity and day-to-day operation.

The Branch administers programs related to Seaway regulations, vessel speed programs, operating procedures, maintenance policies and procedures, operational and maintenance staffing requirements, the transportation of dangerous goods, pollution matters, accident investigations, hydraulic and climatic matters, operational and maintenance feasibility studies, and capital and other budgets. It provides support to the Authority and regions in operational and maintenance related matters and provides liaison with users and other marine entities both in Canada and the United States.

Personnel and Administration Branch

The Personnel and Administration Branch provides advice to the Authority and has functional responsibility for all personnel and administration matters. This includes the development, implementation and ongoing direction and review of policies, programs and procedures in the areas of employee relations, human resources, personnel records, benefit and salary administration, purchasing and stores, records management and property management.

Audit Division

The Audit Division conducts a broad-scope audit program to review and appraise financial and operational activities within the entire Seaway Organization (including its two subsidiary bridge companies) with the view to ensuring the adequacy of financial and managerial controls.

Engineering Services Branch

The primary function of the Branch is to ensure the integrity and reliability of all lock and canal installations and to permit efficient and continuous operation of the Seaway using a highly trained, multi-disciplined staff to deal with civil, mechanical and electrical engineering design requirements, maintenance and repair; to prepare construction contract specifications for structures and facilities of the eastern and western regions and all branches of the Authority; and to offer engineering services to The Jacques Cartier and Champlain Bridges Incorporated, the Thousand Islands Bridge Authority, federal and provincial government departments, standards associations and outside consultants.

Eastern Region

The Eastern Region administration, with headquarters in St. Lambert, Quebec, is comprised of three divisions under the responsibility of a vice-president.

The **Operations Division** administers the movements of vessels from Montreal to Lake Ontario through the operation of a vessel traffic control centre, also located in Saint-Lambert, and several structures such as locks and bridges. It ensures safe, efficient and expedient vessel transits in accordance with Seaway regulations, policies and programs, regional operating procedures and federal statutes.

The **Engineering and Maintenance Division** is responsible for making the regional structures available so as to permit the most efficient and continuous movement of vessel traffic. It provides systems for regular preventive maintenance in the civil, electrical and mechanical trades.

The **Administrative Services Division** supplies the human resources necessary to support the rest of the organization. Personnel in many fields give their expertise on personnel management, training, safety at work, purchasing, accounting, real property management and others.

Western Region

The Western Region administration, with headquarters in St. Catharines, comprises three divisions under the direction of a vice-president and is responsible for the operations and maintenance of the Welland Canal.

The **Operations Division** is responsible for the efficient manning of the vessel traffic control centre and other operating structures to ensure a safe, efficient and expedient movement of vessel traffic through the Welland Canal and in adjacent waters of Lakes Erie and Ontario in accordance with Authority policy, programs, procedures, approved budgets and applicable federal statutes. The Division is also involved in liaison with the shipping trade and United States and Canadian government agencies involved in the operation of the Seaway.

The **Engineering and Maintenance Division** is responsible for the continuous availability and reliable operation of all structures and Seaway facilities of the western region St. Lawrence Seaway Authority to ensure safe and expedient movement of vessel traffic in accordance with Authority policy, programs and service objectives. This is achieved by establishing both basic short- and long-term objectivies for the Division encompassing the essential maintenance, rehabilitation and improvement projects to be carried out.

The **Administrative Services Division** provides administrative support to the other two divisions within the region in the areas of Human Resources Management, Accounting, Purchasing and Stores, Real Property Management and Vehicle and Building Maintenance Management.

Welland Canal Twinning Project Contractors' Association

This now defunct association was formed to ensure a stable labour environment in the trades working on the Welland Canal By-pass Project between 1964 and 1974. Although the office was abolished in 1974, the records created are still available.

SUBSIDIARIES

The *St. Lawrence Seaway Authority Act* was amended in 1956 to give the Authority the power to incorporate subsidiaries. There are now three: the Seaway International Bridge Corporation Limited, the Great Lakes Pilotage Authority, Limited, and the Jacques Cartier and Champlain Bridges Incorporated.

The Seaway International Bridge Corporation Limited

The Seaway International Bridge Corporation Ltd., successor to the Cornwall International Bridge Company Ltd., was incorporated by Letters Patent under the *Canada Companies Act* on November 13, 1962 and received its certificate of continuance under the new *Canada Business Corporations Act* on February 20, 1980. Its head office, located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners — the St. Lawrence Seaway Authority of Canada and the United States Saint Lawrence Seaway Development Corporation.

The Great Lakes Pilotage Authority, Limited

The Great Lakes Pilotage Authority, Limited was created under the *Pilotage Act*. The objectives of this Authority are to establish, operate, maintain and administer a pilotage service in the province of Quebec, south of the northern entrance to St. Lambert Lock, and all Canadian waters in and around the provinces of Ontario and Manitoba. Its head office is located in Cornwall, Ontario which is also the location of its eastern region office. Its western region office is located in St. Catharines, Ontario.

The Jacques Cartier and Champlain Bridges Incorporated

The Jacques Cartier and Champlain Bridges Incorporated received its certificate of incorporation under the *Canada Business Corporations Act* on November 3, 1978. The administration and control of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Autoroute in the Montreal area were transferred to this corporation from the National Harbours Board (Ports Canada) by Order-in-Council P.C. 1978-3139, dated October 12, 1978, as amended, effective December 1, 1978. Its head office is located in Ottawa, Ontario and its chief place of business is at Longueuil, Quebec.

Thousand Islands Bridge

In addition to the foregoing, by virtue of P.C. 1976-2407 of September 28, 1976, the St. Lawrence Seaway Authority has been entrusted with the maintenance and operation of the Canadian span of the Thousand Islands Bridge over the St. Lawrence River between Landsdowne, Ontario and Collins Landing, New York, including all appurtenant structures and property located in Canada.

Manuals

The St. Lawrence Seaway Authority

(Administration and Personnel)
- Accident Prevention Manual
- Canada Labour Code
- Legal Affairs Procedures Manual
- Manuel d'uniformisation pour la présentation de la correspondance
- Personnel Manual
- Purchasing Manual
- Records Management Manual
- Regional Instructions
- Supervisory Group and Operations and Maintenance Collective Agreements

(Engineering and Maintenance)
- American Society for Testing and Materials
- Canada Building Code
- Canada Electrical Code
- Canada Labour Code
- Canadian Coast Guard Marine Contingency Plan, Central Region
- Canadian Institute of Steel Construction
- Canadian Standards Association
- Contracts Manual, Ministry of Transportation and Communications (Ontario)
- Drafting Manual
- Electrical Preventive Maintenance Manual
- Engineering and Design Standards
- Engineering Services Branch Co-ordinators Manual
- Engineering Services Branch Drafting Manual
- Inspection Procedures Manual
- Marine Emergency Plans
- Mechanical Maintenance Procedures
- Mechanical Preventive Maintenance Manual
- MPLAN (Maintenance Planning)
- Operations Manual
- Rigging Handbook
- S.L.S.A. Regional Marine Contingency Plan
- Standby Manual
- The Welland Ship Canal
- User's Manual — Maintenance Management Information System

(Finance)
- Accounts Receivable User's Manual
- Agent Code Manual
- Commodity, Port and Country Code Book
- Lloyd's Register of Ships
- Seaway Handbook
- Tolls and Statistics User's Manual

(Operations)
- Accident, Incident and Violation Reporting Procedures
- Clerk's Manual
- Operations Manual
- Operations Memoranda
- Regional Instructions
- Seaway Handbook
- Traffic Control Manual

Welland Canal Twinning Project Contractors' Association (now defunct)

- Contractors Association General Labour Relations

The Jacques Cartier and Champlain Bridges Incorporated

- Act Respecting Industrial Accidents and Occupational Diseases (Quebec)
- Canada Building Code
- Canada Electrical Code
- Canada Labour Code
- Canadian Standards Association
- Canadian Uniform Traffic Control Devices Manual
- Contract Administration for Project Managers Manual
- D.S.S. Customer Manual
- General Instructions on Highway Signalization, Quebec
- Preventive Maintenance Manual — Electricity
- Purchase Manual
- Quebec Highway Safety Code

Additional Information

Requests for further information about the St. Lawrence Seaway Authority and its various programs and functions may be directed to:

The St. Lawrence Seaway Authority
Information Officer
Constitution Square
360 Albert Street
Ottawa, Ontario
K1R 7X7
(613) 598-4600

The Seaway International Bridge Corporation Limited
Manager
P.O. Box 836
Cornwall, Ontario
K6H 5T7
(613) 932-6601

The Jacques Cartier and Champlain Bridges Incorporated
General Manager
Bienville Complex
1000 de Sérigny, Room 630
Longueuil, Quebec
J4K 5B1
(514) 651-8771

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form, specifying to which of the above institutions the access request applies, and forwarding it to:

Access to Information Co-ordinator
The St. Lawrence Seaway Authority
360 Albert Street
Ottawa, Ontario
K1R 7X7
(613) 598-4605

The request should include a cheque in the amount of $5.00 made to the order of the institution concerned.

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of each of the following institutions has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The addresses are:

The St. Lawrence Seaway Authority

Ottawa Head Office
360 Albert Street
Ottawa, Ontario

Cornwall Headquarters
202 Pitt Street
Cornwall, Ontario

Eastern Region and Engineering Services Branch
Administration Building
St. Lambert Lock,
St. Lambert, Quebec

Western Region
508 Glendale Avenue
St. Catharines, Ontario

The Seaway International Bridge Corporation Limited

Administration Building
Cornwall Island
Cornwall, Ontario

The Jacques Cartier and Champlain Bridges Incorporated

Bienville Complex
1000 de Sérigny, Room 630
Longueuil, Quebec

Classes of Records

SLS/CPB-005
Security
Description: Information on the physical security of Authority buildings, installations or facilities; also correspondence related to the special policy concerning passes (visitors and servicing); liaison with Emergency Planning Canada to provide assistance in emergency conditions and civil defence planning actions. *Topics:* Passes; Seaway structures and premises; Emergency Planning Canada.

SLS/CPB-006
Public Relations and Publicity Programme (New)
Description: Information on the Authority's Public Relations Programme. *Topics:* Promoting and Marketing the Seaway; trade mission.

SLS/OMB-010
Navigation
Description: Information on all aspects of navigation within the Seaway, including navigation rules and regulations, studies on shipping season extension, acceptable ship equipment for Seaway transit, traffic control, the enforcement of ship speed restrictions, the study of ice and its formation within the Seaway, performance analysis of the structures forming the Seaway, and ship files. *Topics:* Navigation rules and regulations; navigation channel; aids to navigation; shipping associations; vessel dimensions; traffic control signal lights and warning signs; traffic control; equipment for vessels; vessel speed; operation procedures; water pollution; channel maintenance; navigation season; pilotage; Canadian and American navigation season extension studies; meteorological data; ice studies; marine shunter program; navigation research and development; operational data analysis; Welland Traffic Control Improvement Program; individual ship files containing information on the physical characteristics of the ship — dimensions, plans and drawings; inspection, incident, occurrence and accident reports. *Retrievability:* Ship files — one group arranged by pre-clearance number, another by ship name, new hulls by shipyard name.

SLS/OMB-015
Hydraulics
Description: Information on the gauging of water levels at points along the Seaway; measurement of water flow; water and air

temperatures. *Topics:* General hydraulics; water levels (gauging); discharges; diversions; metering; regulation of levels and discharges; backwater data; water and air temperatures; studies and testing.

SLS/FAB-020

Traffic

Description: Information on the establishment or revision of tolls; assessment and collection of tolls; fees for side and top wharfage and heavy lifts; classification or reclassification of cargoes for tolls; pre-clearance arrangements; analysis of traffic and cargoes; compilation of reports and statistics on tolls; studies of potential traffic within the Great Lakes system. *Topics:* Tolls; vessel movements; commodity, cargo and shipping statistics; toll revision; shipping company files; economic studies; charges and tariffs.

SLS/FAB-025

Transit Declaration Forms (Cargo and Passengers)

Description: This form is used in assessing toll charges and bears such details as date of entry, vessel name, port of origin, port of destination, Seaway number, containers, grains carried, number of passengers, type of cargo (bulk or general), locks transited, tolls assessed. Where cargo is carried to or from an overseas port, a copy of the cargo manifest accompanies the transit declaration form. *Retrievability:* Records arranged by vessel number. *Storage Medium:* EDP format for toll assessment and traffic statistics.

SLS/FAR-030

Traffic Accounts Receivable Invoices

Description: Receipted invoices showing the amounts owed and paid to the Authority. *Retrievability:* One copy arranged alphabetically by shipping representative name, another by invoice number.

SLS/FAR-035

Traffic Pre-clearance Forms

Description: These forms are applications for vessel pre-clearance. They are completed by vessel representatives and give particulars of the ownership, liability insurance and physical characteristics of the vessel. The forms also guarantee payment of the tolls and charges that may be incurred by the vessel. As part of the pre-clearance process, cash, bank letters of guarantee, Government of Canada Bonds or United States Treasury Bonds may be submitted as security. *Retrievability:* Pre-clearance forms are filed by ship number; bank letters of guarantee are filed alphabetically by agent name. *Note:* Pre-clearance forms and bank letters of guarantee are held by the Accounts Receivable Section; bonds are held in Ottawa by the Securities Division of Supply and Services Canada.

SLS/ODE-040

Telecommunications (Eastern Region)

Description: Information on the operation, maintenance and study of communications equipment in use within the Seaway. *Topics:* Radiotelephone; teletype and telex; telephone services; public address; alarm systems; television; radar; outages and trouble reports; tape recordings; facsimile; conferences; government telecommunications agency; Department of Transport reports and bulletins.

SLS/ODW-040

Telecommunications (Western Region)

SLS/ODE-045

Operations Source Documents (Eastern Region)

Description: Information on vessel movements and structure operation details. *Topics:* Lock log; bridge record; dock tabs; daily call-in sheets. *Retrievability:* Files arranged by form title, then by region and structure (call-in sheets arranged by form title, then region and traffic sector).

SLS/ODW-045

Operations Source Documents (Western Region)

SLS/ODE-050

Traffic Control Centre Tape Recordings (Eastern Region)

Description: Tape recordings of radiotelephone or landline telephone transmissions for the eastern and western region traffic control centres. *Retrievability:* Tapes arranged chronologically. *Storage Medium:* Magnetic tape. *Note:* Tapes are erased and reused after a 30-day period unless a situation requires retention of a specific tape or tapes for a longer period.

SLS/ODW-050

Traffic Control Centre Tape Recordings (Western Region)

SLS/EME-055

Electric Plants (Eastern Region)

Description: Information on electric plants and equipment, and the distribution of electrical energy. *Topics:* Motors and generators; substations; control boards; transmission lines; cables and wires; powerhouses; lighting; power supply; heaters; component parts.

SLS/EMW-055

Electric Plants (Western Region)

SLS/ESB-060

Remedial Works and Public Services

Description: Information on alteration, removal or relocation of services or utilities resulting from major construction projects undertaken by the Authority. *Topics:* Highways and roads; railways; communication lines; power lines; modification and relocation of transmission lines; sewage and drainage; water supply and intake; pumping stations; gas mains; cemeteries.

SLS/ESB-065

Bridges

Description: Information on the design, construction, alteration, improvement, repair, maintenance, demolition and removal of bridges and tunnels; also the maintenance and repair of equipment associated with these structures. *Topics:* St. Lambert Lower Bridge; Côte St. Catherine Bridge; Honoré Mercier Bridge; Caughnawaga Lower and Upper Bridges; Upper Beauharnois Bridge; St. Louis Bridge; Valleyfield Bridge; Iroquois Bridge; bridges not owned by the Seaway Authority; tunnels; St. Lambert Upper Bridge; Welland Canal bridges. Each file on an Authority-owned bridge is divided into the following standard subjects: construction alterations; maintenance and repairs; bridge ropes; standby power equipment; electrical equipment; operating machinery and mechanical equipment; live roads; rail breaks; highway traffic control and equipment; decking (new and repairs); inspection; painting; abandonment; removal and disposal.

SLS/OMB-065

Bridges

SLS/ESB-070

Locks

Description: Information on the design, construction, alteration, improvement, repair and maintenance of locks, lock regulating works, and approach and tie-up walls; also maintenance and repair of equipment associated with these structures, and studies and tests on the filling and emptying of locks, or the effect of flows from regulating on shipping or lock components. *Topics:* Saint Lawrence Seaway Development Corporation locks; St. Lambert Lock; Côte St. Catherine Lock; Lower Beauharnois Lock; Upper Beauharnois Lock; Iroquois Lock; Welland Canal locks. Each file on an Authority-owned lock is divided into the following standard subjects: construction and alterations; maintenance and repairs; gates; gate machinery; gate ropes; gate painting; gate anchorages; unwatering gates; ship arrestors; machinery; capstans and linehaulers; sills (metre and sector); valves and valve machinery regulating works and equipment; lock ladders; stop logs and stop log handling equipment; approach and tie-up walls; electrical equipment; controls and control systems; lock and wall fendering; filling culverts and ports; de-icing and ice prevention.

SLS/OMB-070

Locks

SLS/ESB-075

Planning and Development by Other Agencies

Description: Information on engineering advice, assistance or contract administration services provided by the Authority to federal and provincial government departments. *Topics:* Zoning; ports and anchorages; recreation areas; historic sites.

SLS/ESB-080

Canals

Description: Information on dredging, maintenance and repair of canals and associated structures and facilities; also the study of proposals for new canals or channels. *Topics:* Welland Canal; Cornwall Canal; Beauharnois Canal; South Shore Canal; canals not Authority-owned; Iroquois Canal; Galop Canal. Each file on an Authority-owned canal is divided into the following subjects: construction and alterations; maintenance and repairs; breakwaters and protection works; culverts; syphons and drains; regulating works and equipment (dams and weirs); emergency dams and guard gates; gate yards; banks and dikes; repair basin and dry dock; bollards; dolphins and mooring posts; pile clusters and fender booms; retaining walls and piers; obstructions (stones, logs, etc.); fencing; winter work program; unwatering; causeway; painting of canal structures; windbreaks; dredging; pondage areas; wharf and dock facilities; shipping capacity and traffic studies; dimensions and draught; excavation; abandonment and closing.

SLS/OMB-080

Canals

SLS/ESB-085

Hydraulic Models

Description: Information on models which are built to study the effect of projects and to determine ideal design for construction purposes. *Topics:* Hydraulic river models; lock models.

SLS/ESB-095

Power Development

Description: Information on the development and construction of facilities to generate electrical energy, and related correspondence. *Topics:* International rapids section; channel improvements; Iroquois Dam; Long Sault Dam; Barnhart Powerhouse; rehabilitation; Lachine; Hydro-Quebec's *Projet Archipel;* Beauharnois; Carillon; Ontario Hydro Eastern Ontario study.

SLS/EMW-100

Soil Mechanics and Foundation Engineering

Description: Information on all aspects of the engineering analysis, testing and study of soil and its properties. *Topics:* Technical information; equipment enquiries, maintenance and specifications; site exploration, sampling and field measurements; foundation and embankment instrumentation and field measurements; engineering properties of soils and laboratory testing; construction control; excavations and embankments; water and climatic information; foundation and earth pressure problems; engineering geology; soil-cement and soil stabilization.

SLS/EMW-105

Concrete Control

Description: Information on all aspects of the engineering analysis, testing and study of concrete and its properties. *Topics:* Concrete sampling and testing; material sampling and testing; equipment; concrete specifications; inspection.

SLS/ESB-110

Plan Records

Description: Information on construction and as-built details of buildings, lock and canal installations, and facilities. *Storage Medium:* Microfilm.

SLS/EMW-115

Welland Canal Twinning Project Contractors' Association

Description: Information on the review and negotiation of labour agreements and the application of labour standards. *Topics:* Industrial relations; labour relations; collective agreement; Welland Canal Construction Council; meetings; public relations; legislation; central employment bureau; associations; labour conditions; construction associations; contractors; contracts.

SLS/SIB-120

The Seaway International Bridge Corporation Limited

Description: Information on the Seaway International Bridge Corporation Ltd., the Roosevelt Bridge, the South Channel Bridge and the North Channel Bridge and tolls. *Topics:* Roosevelt Bridge (relocation); New York Central Railroad Co. (purchase); Cornwall International Bridge Co. Ltd. (purchase of shares); operation and maintenance; agreement with the United States Saint Lawrence Seaway Development Corporation; South Channel and North Channel Bridges — construction, operation and maintenance, annual inspection, damages, complaints, lighting; tolls, bridge passes, toll collections equipment, toll revisions; reports on traffic statistics; shareholders', directors', and management committee meetings.

SLS/JCB-125

Jacques Cartier Bridge

Description: Information about the administration of the Jacques Cartier Bridge. *Topics:* Jacques Cartier Bridge — general; bridge construction; bridge construction contracts; buildings and properties;

buildings — construction, construction contracts, maintenance and repairs, maintenance and repair contracts; land concessions; land disposal; deeds — acquisition, case files; easements (case files); leases and licences (case files); letters patent (case files); transfers (case files); lighting system — load limits; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply; road approaches; roads — north approaches, south shore approaches; service contracts; ambulance; cleaning; snow removal; grass cutting; towing; salt; janitorial; St-Helen's Island; the St. Lawrence Seaway Authority; telephone cables; toll collection; toll collection equipment; tolls; traffic control; traffic statistics; widening of the roadway.

SLS/JCB-130
Champlain Bridge
Description: Information about the administration of the Champlain Bridge (includes a portion of the Bonaventure Autoroute). *Topics:* Champlain Bridge — general; bridge construction; bridge construction contracts; buildings and properties; buildings — construction, construction contracts, maintenance and repairs, maintenance and repairs contracts; fill; inspection and testing of materials; land concessions; land disposal; deeds — acquisition, case files; easements (case files); leases and licences (case files); letters patent (case files); transfers (case files); lighting system; load limits; maintenance and repairs; maintenance and repair contracts; permits; professional service contracts; power supply; roads — north approaches, northwest approaches; Bonaventure Autoroute; service contracts; ambulance; cleaning; snow removal; grass cutting; towing; salt; uniforms; janitorial; toll collection; toll collection equipment; tolls (tariff); traffic control; traffic counts, statistics, revenue; traffic signs and supports; water supply; Bonaventure Autoroute; Bonaventure Autoroute, construction of; dealings; fences; reversible lane; road signs; Champlain Bridge sections — section 1A, section 2, sections 2 and 3, sections 2, 4 and 8, section 3, sections 3, 4, 5 and 6, section 4, section 5, sections 5 to 7, section 6, sections 6, 7 and 8, section 7B, section 8.

THE ST. LAWRENCE SEAWAY AUTHORITY

THE ST. LAWRENCE SEAWAY AUTHORITY
(SLS)

PLANNING BRANCH
(CPB)

- 005 Security
- 006 Public Relations and Publicity Programme

OPERATIONS AND MAINTENANCE BRANCH
(OMB)

- 010 Navigation
- 015 Hydraulics
- 065 Bridges
- 070 Locks
- 080 Canals

FINANCE AND ACCOUNTING BRANCH, TOLLS AND STATISTICS SECTION
(FAB)

- 020 Traffic
- 025 Transit Declaration Forms (Cargo and Passengers)

FINANCE AND ACCOUNTING BRANCH, ACCOUNTS RECEIVABLE SECTION
(FAR)

- 030 Traffic Accounts Receivable Invoices
- 035 Traffic Pre-clearance Forms

OPERATIONS DIVISION, EASTERN REGION
(ODE)

- 040 Telecommunications (Eastern Region)
- 045 Operations Source Documents (Eastern Region)
- 050 Traffic Control Centre Tape Recordings (Eastern Region)

ENGINEERING AND MAINTENANCE DIVISION, EASTERN REGION
(EME)

- 055 Electric Plants (Eastern Region)

THE ST. LAWRENCE SEAWAY AUTHORITY

OPERATIONS DIVISION, WESTERN REGION
(ODW)

040 Telecommunications (Western Region)
045 Operations Source Documents (Western Region)
050 Traffic Control Centre Tape Recordings (Western Region)

ENGINEERING AND MAINTENANCE DIVISION, WESTERN REGION
(EMW)

055 Electric Plants (Western Region)
100 Soil Mechanics and Foundation Engineering
105 Concrete Control
115 Welland Canal Twinning Project Contractors' Association

ENGINEERING SERVICES BRANCH
(ESB)

060 Remedial Works and Public Services
065 Bridges
070 Locks
075 Planning and Development by Other Agencies
080 Canals
085 Hydraulic Models
095 Power Development
110 Plan Records

THE SEAWAY INTERNATIONAL BRIDGE CORPORATION LIMITED
(SIB)

120 The Seaway International Bridge Corporation Limited

THE JACQUES CARTIER AND CHAMPLAIN BRIDGES INCORPORATED
(JCB)

125 Jacques Cartier Bridge
130 Champlain Bridge

ACCESS TO INFORMATION
CO-ORDINATOR
THE ST. LAWRENCE SEAWAY AUTHORITY
360 ALBERT STREET
OTTAWA, ONTARIO
KIR 7X7

Chapter 102

STANDARDS COUNCIL OF CANADA

A. GENERAL INFORMATION

Historical Background

The Standards Council of Canada (SCC) was established in 1970 by the *Standards Council of Canada Act*.

Responsibilities

The role of the Council is to foster and promote voluntary standardization in Canada as a means of advancing the national economy, benefiting the health, safety and welfare of the public, assisting and protecting consumers, facilitating domestic and international trade, and furthering international co-operation in the field of standards through participation in the work of organizations such as the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). The Council carries out its task through the National Standards System (NSS), a federation of accredited independent organizations concerned with standards writing, certification, and testing, co-ordinated by the SCC.

Legislation

- Standards Council of Canada Act

Organizational Units and their Role

Standardization Branch

The Branch co-ordinates voluntary standardization activities among standards writing, certification and testing organizations, and maintains liaison with federal and provincial government authorities, and with the Canadian academic community. It assesses and recommends for accreditation organizations engaged in standards writing, certification or testing, and also reviews standards for acceptance as National Standards of Canada. The Branch is responsible for ensuring effective Canadian participation in the work of international standardization organizations, for the inclusion of standards information in college and university curricula, and for programs of training and technical assistance to developing countries in the field of standardization.

Information and Sales Branch

The Information and Sales Branch is responsible for planning, developing and implementing activities and programs to ensure that the private and public sectors have ready access to national and international networks of information services on standards and standards-related activities. Information provided by the Branch may concern Canadian and/or foreign standards, specifications, technical regulations, codes, certification systems, standardization activities and other standards-related information. The Branch acts as the Canadian Enquiry Point, required by the Agreement on Technical Barriers to Trade under the General Agreement on Tarrifs and Trade (GATT), and functions as the Canadian member of the International Organization for Standardization Information Network (ISONET).

The Branch co-ordinates Canadian participation on the ISO Committee on Information (INFCO) and functions as the central information and referral agency for the Standards Information System of Canada (CANSIS).

The Branch is also responsible for the sale of standards published by the International Organization for Standardization (ISO), the International Electrotechnical Commission (EIC), and national standards published by approximately 91 member bodies of the ISO.

Public Relations Branch

The Public Relations Branch carries out most of the Council's communications. Through its two divisions, Publications and Communications, this branch is responsible for informing both the general public and more specialized audiences on the Council's activities and services at the national and international levels.

The **Publication Division** publishes information brochures, as well as the Council's annual report and quarterly publication *CONSENSUS*.

The **Communications Division** produces audio-visual documents and public service announcements for television. It looks after media relations and ensures the Council's participation in trade shows. In addition to organizing seminars and conferences, this division is responsible for the design and implementation of promotional strategies.

Executive and Administration Branch

The Branch ensures the co-ordination of Council programs within budgetary limitations and verifies that all activities are in keeping with its objectives and procedures as set out in the *Standards Council of Canada Act* and by-laws. It provides administrative services for all Council staff. It also performs the planning, accounting and reporting functions for all of the Council. It is accountable for revenues and appropriations and is responsible for discharging Council's liabilities.

Manuals

- Conversion of Standards: Expression of Measurement, Identification of SI Standards and Continued Availability of Yard/Pound Standards
- Criteria and Procedures for Accreditation of Certification Organizations
- Criteria and Procedures for Accreditation of Standards-Writing Organizations
- Criteria and Procedures for Accreditation of Testing Organizations
- Criteria and Procedures for the Preparation and Approval of National Standards of Canada
- Criteria for Canadian Voting on Draft International Standards
- Directory of Accredited Certification Organizations
- Directory of Accredited Testing Organizations
- Financial Administration Act and Regulations
- Financial Signing Authorities
- Glossary of Common Administrative Terms Used in Standardization Activities

- Guideline for the Preparation of Standards Intended for Incorporation by Reference in Codes and Regulations
- Guidelines for Preparing an Application for Accreditation: Testing Organizations
- Guidelines for the Implementation of the Standards Council of Canada Program for Accreditation of Certification Organizations
- Guide on Referencing the Verification of Conformity in Standards
- Harmonization of Canadian National and Canadian International Standards Work and Management of Committees Involved in Harmonization Work
- Participation in Standardization — Guide for Consumers
- Preparation and Submission of Standards for Approval as National Standards
- Procedures for Canadian Adoption of International and Foreign Standards
- Procedures for the Recognition of Primary Responsibility for Subject Areas

Additional Information

Information about the Standards Council of Canada, its policies and programs may be obtained by calling or writing to:

Standards Council of Canada
Public Relations Division
Suite 1200, 350 Sparks Street
Ottawa, Ontario
K1P 6N7
(613) 238-3222

The Standards Information Service can be reached by calling or writing to:

Standards Council of Canada
Standards Information Service
Suite 1200, 350 Sparks Street
Ottawa, Ontario
K1P 6N7
1-800-267-8220 (Toll Free)

B. CLASSES OF RECORDS

Access Procedures

Formal requests under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Standards Council of Canada
Suite 1200, 350 Sparks Street
Ottawa, Ontario
K1P 6N7
(613) 238-3222

Reading Room

Members of the public who wish to inspect manuals used by employees in administering or carrying out programs and activities that affect the public may visit the library of this institution which has been designated as a reading room under section 71 of the *Access to Information Act*. The address is: 350 Sparks Street, Ottawa, Ontario. It is open to the public from 08:00 to 17:00 eastern standard time.

Classes of Records

SDC/ISB-010
Certification and Testing
Description: Information on Council programs for the accreditation of products and services to determine conformity of standards, participation on International Organization for Standardization Conformity Assessment (ISO-CASCO) and International Laboratory Accreditation Conference (ILAC). *Topics:* Accreditation of certification organizations; accreditation of testing organizations; advisory committees.

SDC/ISB-015
Standards Activities
Description: Information on Council standards activities. *Topics:* Advisory committees; accreditation of standards-writing organizations; co-ordination of liaison among voluntary organizations in liaison; establishment of subject areas; assessment, acceptance and recommendation of standards as National Standards; liaison — organizations, provincial authorities; reference to standards in regulations; standards in government procurement; procedures for assessing implementation of international standards in Canada; consumer participation in standardization.

SDC/EIB-020
Standards Information
Description: Information on national, regional, foreign and international standards, technical regulations, certification systems and other matters related to standardization. *Note:* The Branch develops and maintains computerized databases containing bibliographic data on Canadian standards, and standards referenced in federal government regulations. The Branch publishes a directory of Canadian standards for sale to the public.

SDC/PRB-025
Public Relations
Description: Media relations; publication of periodicals and information documents; production of video and public service announcements; participation in trade shows; organization of seminars and conferences. *Topics:* Video productions; public service announcements; press releases and press monitoring; promotions and advertising; publications and periodicals.

SDC/ISB-030
International Organization for Standardization
Description: Information on Canadian participation in technical committee work of the International Organization for Standardization (ISO) to promote the development of international standards, to facilitate the international exchange of goods and services, and to develop co-operation in intellectual, scientific, technological and economic activity. *Topics:* Organization; policy; ISO technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.

SDC/ISB-035
International Electrotechnical Commission
Description: Information on Canadian participation in the technical committee of the International Electrotechnical Commission (IEC) in developing international co-operation on standardization in electrical, electronics and telecommunications engineering and in the unification

of national electrotechnical standards. *Topics:* Organization; policy; IEC technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.

SDC/ISB-040
Education (New)
Description: Academic liaison; lectures and seminars at colleges, universities, and annual academic conferences; publication of monograph series and posters; production of videos and slide presentations as instructional aids; management of technical slide library; administration of research funding program. *Topics:* Video productions; guest lecturer series; seminars at Canadian Vocational Association, Association of Canadian Community Colleges, Canadian Conference on Engineering Education; Metrology; *SYMPOSIUM* publications; National Standards System Poster; Research Contribution annual submissions.

SDC/AFB-903
Administration and Management Services
Description: See Standard Classes of Records.

SDC/AFB-905
Buildings and Properties
Description: See Standard Classes of Records.

SDC/AFB-912
Procurement
Description: See Standard Classes of Records.

SDC/AFB-914
Finance
Description: See Standard Classes of Records.

SDC/AFB-915
Accounts and Accounting
Description: See Standard Classes of Records.

SDC/AFB-916
Audits
Description: See Standard Classes of Records.

SDC/AFB-917
Budgets
Description: See Standard Classes of Records.

STANDARDS COUNCIL OF CANADA

STANDARDS COUNCIL OF CANADA
(SDC)

INFORMATION AND SALES BRANCH
(EIB)

020 Standards Information

PUBLIC RELATIONS BRANCH
(PRB)

025 Public Relations

EXECUTIVE AND ADMINISTRATION BRANCH
(AFB)

903 Administration and Management Services
905 Buildings and Properties
912 Procurement
914 Finance
915 Accounts and Accounting
916 Audits
917 Budgets

STANDARDIZATION BRANCH
(ISB)

010 Certification and Testing
015 Standards Activities
030 International Organization for Standardization
035 International Electrotechnical Commission
040 Education

ACCESS TO INFORMATION
CO-ORDINATOR
STANDARDS COUNCIL OF CANADA
SUITE 1200, 350 SPARKS STREET
OTTAWA, ONTARIO
K1P 6N7

Chapter 103

STATISTICS CANADA

A. GENERAL INFORMATION

Historical Background

In 1918, Parliament passed legislation establishing the Dominion Bureau of Statistics. In 1971, when Parliament passed further legislation concerning the *Statistics Act*, the agency's name was changed to Statistics Canada.

Responsibilities

The mandate and program objectives of Statistics Canada are: to collect and publish in impersonal formats statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes; to collaborate with other participants in the broader national statistical system in extending the system's scope, usefulness and use; and to provide leadership, professional expertise and co-ordination in such efforts.

Legislation

- Corporations and Labour Unions Returns Act (CALURA), 1962, chapter 26
- Statistics Act, R.S.C.1985, chapter S19

Organizational Units and their Role

Office of the Chief Statistician of Canada

The Chief Statistician is a deputy of the Minister responsible for Statistics Canada. The Chief Statistician advises on matters pertaining to statistical programs of the departments and agencies of the Government of Canada, and confers with such departments and agencies to that end. The Chief Statistician supervises generally the administration of the *Statistics Act* and controls the operations and staff of Statistics Canada.

Departmental Secretariat

The Departmental Secretariat serves as the principal focal point for liaison with the Minister responsible for Statistics Canada, other ministers, and members of Parliament generally. In support of the Minister, the Departmental Secretariat processes correspondence, deals with parliamentary returns, responds to oral and written questions and prepares briefing material on issues relating to Statistics Canada's programs and policies.

Its other functions include providing staff support to the Chief Statistician, the Policy Committee, as well as liaising with various management committees. The Departmental Secretariat is also responsible for review and control of official government documentation.

SOCIAL, INSTITUTIONS AND LABOUR STATISTICS FIELD

The Social, Institutions and Labour Statistics Field conducts a wide range of statistical programs dealing with virtually all aspects of the social, institutional and labour market characteristics and activities of Canadians.

The Field is headed by an Assistant Chief Statistician with responsibility for census and demographic statistics, institutions and social statistics, and labour and household surveys.

Census and Demographic Statistics Branch

This branch conducts a program of censuses, surveys and related activities designed to provide comprehensive social and demographic statistics on the Canadian population. It includes the Census Operations Division, the Housing, Family and Social Statistics Division, and the Demography Division.

The **Census Operations Division** is responsible for the planning, development and implementation of all production-related operations of the periodic decennial and quinquennial censuses of population, Canada's national inventory of key socio-economic phenomena. The **Housing, Family and Social Statistics Division** is responsible for the housing, family and social variables produced by the census, the General Social Survey, and for conducting research and analysis of census data and other survey and administrative data. It publishes reports on the socio-economic characteristics of the population and subsets of the population. The **Demography Division** is responsible for the following four areas: (i) population estimates; (ii) population, household and family projections; (iii) census and survey-related activities; and (iv) methodological and analytical research.

Labour and Household Surveys Branch

This branch conducts statistical programs of household surveys such as the Labour Force Survey, the surveys of income and expenditure, and establishment-based surveys of employment. It includes the following divisions: Household Surveys, Labour and Household Surveys Analysis, and Labour.

The **Household Surveys Division** is responsible for a number of household surveys, including the monthly Labour Force Survey, and for the special surveys program, which provides a capacity to develop and carry out occasional or ad hoc household surveys. The **Labour and Household Surveys Analysis Division** provides resources for the content, analysis and evaluation of income and labour market related data, including data on labour force status, occupation, industry, individual and family income and expenditure. The **Labour Division** is responsible for producing a wide range of labour data from surveys and administrative records. In addition, information is produced on pension plans, the operation of the *Unemployment Insurance Act*, Help-Wanted Index, Work Injuries and Labour Income.

STATISTICS CANADA

Institutions and Social Statistics Branch

This branch is responsible for the collection, production analysis and dissemination of socio-economic statistics related to justice, health, education, culture and tourism, and public institutions, which are required for decision-making and research in both the public and private sectors. It consists of the Health Division; the Education, Culture and Tourism Division; and the Public Institutions Division.

The **Health Division** is responsible for the production of statistics on the health of the Canadian people, the occurrence of illnesses, the distribution and cost of health care and treatment in Canadian hospitals and special care facilities, vital statistics (births, deaths, marriages and divorces) and statistical information on the Canadian Social Security System. The **Education, Culture and Tourism Division** is responsible for the Education Statistics, Culture Statistics, and Travel and Tourism Programs, and for the Projections and Analysis Section. The **Public Institutions Division** collects information on and conducts annual and quarterly analyses of financial transactions and employment of federal, provincial and local governments, and their enterprises, boards and commissions.

Canadian Centre for Justice Statistics

The Canadian Centre for Justice Statistics, established in 1981 to replace the Justice Statistics Division, operates as a Statistics Canada satellite. Its purpose is to produce statistics and information on the incidence of crime and on the administration of justice in Canada.

NATIONAL ACCOUNTS AND ANALYTICAL SERVICES FIELD

This field is responsible for providing a set of macroeconomic series within the five complex frameworks of the Canadian System of National Accounts. It provides a broad band of research and analysis intended to animate society's perception of social and economic behaviour, and undertakes research and development of statistical techniques. The Field is headed by an Assistant Chief Statistician with responsibility for the system of national accounts and analytical studies.

System of National Accounts Branch

The System of National Accounts provides a conceptually integrated framework of statistics and analysis for studying the state and behaviour of the Canadian economy. The accounts are centered on the measurement of activities associated with production of goods and services, and the sales of goods and services in final markets. The Branch includes the following divisions: Integration and Development, Income and Expenditure Accounts, Industry Measures and Analysis, International and Financial Economics, and Input-Output.

The **Integration and Development Division** is responsible for the conceptual and statistical integration of statistics within the system of National Accounts. It is responsible for research on the restructuring and extension of the Canadian System of National Accounts and dovetailing this work with the re-examination of the accounts which is taking place at the international level. The **Income and Expenditure Accounts Division** provides quarterly and annual estimates of the national and provincial output of goods and services by expenditure category and also by type of income generated in the production process. It also provides a picture of the key economic processes of production, income generation, sales to major markets, consumption, and capital formation. The **Industry Measures and Analysis Division** produces monthly and quarterly measures of the constant price value of Gross Domestic Product for individual industries (approximately 150, based on the Standard Industrial Classification), the total economy and a number of special industry aggregates. The **International and Financial Economics Division** prepares statements of financial flows and balance sheet estimates for the Canadian economy, measuring the financial wealth of the country and the channels through which lending and borrowing take place. It provides information on Canada's Balance of Payments, i.e., current and capital account transactions between Canada and other countries (including movements in Canada's official monetary reserves) and on Canada's international investment position. It also produces Statistics Canada's flagship publication of economic statistics, the *Canadian Observer*, and the leading indicators. The **Input-Output Division** develops annual input-output tables for Canada and for each province; structural economic models of the Canadian economy; and labour productivity measures in the business sector.

Analytical Studies Branch

This branch is responsible for the integration, analysis and interpretation of data collected both within the agency and elsewhere, to describe, draw inferences and make deductions about the nature of Canadian society. As well, it is responsible for the development of new and improved techniques for the statistical analysis and interpretation of socio-economic data sets. It includes the following divisions: Population Studies, Social and Economic Studies, Business and Labour Market Analysis Program, Language Studies and Environment and Natural Resources.

The **Population Studies Division** provides social-scientific analyses of data relating to trends and patterns of important variables involving key population groups in Canadian communities as well as assistance to users of such data. The **Social and Economic Studies Division's** role is to conduct appropriate analysis as well as to stimulate, support and integrate analytic work throughout Statistics Canada. It is also responsible for facilitating the utilization of social and economic data files. The **Business and Labour Market Analysis Program's** goal is to conduct analysis and develop data in two major areas: business/industry and labour market. This is done by using a combination of survey data and administrative data, often involving the linkage of data sources in order to obtain enriched data sets for analytical purposes. The administration of the **Language Studies Program** (LSP) is responsible for the description and analysis of the situation of language groups and of language behaviour trends. LSP also develops new methods of analysis and contributes to the collection and dissemination of language data. The goal of the **Environment and Natural Resources Program** is to develop a core set of statistics related to environmental analysis and the assessment of the state of the environment across Canada.

BUSINESS AND TRADE STATISTICS FIELD

This field produces a wide range of monthly, quarterly and annual statistics on manufacturing, primary industries, transportation, communications, computing, construction, agriculture, merchandising services, external trade, prices, business finance, science and technology, small business, public finance, *Corporations and Labour Unions Returns Act* (CALURA), regional industrial structure and related areas. It is headed by an Assistant Chief Statistician with responsibility for the Industry, Trade and Prices Statistics and Resources, Technology and Services Statistics branches.

Industry, Trade and Prices Statistics Branch

This branch is responsible for planning, directing, co-ordinating and controlling the activities of subject-matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions. It includes the following divisions: Industry, Transportation, International Trade and Prices.

The **Industry Division** conducts an annual Census of Manufactures and Census of Forestry as well as current surveys (monthly or quarterly) of the mining, energy, resource and manufacturing sectors to produce a range of cost structure information, material input and commodity output and employment data. It produces annual measures of construction industry activity and collects data on the retail and wholesale trade sectors. The **Transportation Division** collects, publishes and makes available statistics on air, rail, road and water transportation industries and on related traffic and infrastructures. The **International Trade Division** is responsible for the compilation, analysis and dissemination of Canada's merchandise export and import statistics and related price and volume indices. The **Prices Division** provides information on retail (consumer) prices, living costs, and manufacturer, raw material and construction price indexes, as well as a number of indexes relating to capital expenditures.

Resources, Technology and Services Statistics Branch

This branch is responsible for planning, directing, co-ordinating and controlling the activities of the subject matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions. This branch includes the following divisions: Services, Industrial Organization and Finance, Agriculture, Science, Technology and Capital Stock, and Small Business and Special Surveys.

The **Services Division** is responsible for the development of an integrated and comprehensive program of statistics on services and communications. The **Industrial Organization and Finance Division** produces corporate financial statistics, corporate taxation statistics, and financial statistics of labour unions. It also administers the *Corporation and Labour Unions Returns Act* (CALURA). The **Agriculture Division** produces information on the supply of agricultural commodities (production and inventory levels), the resources employed to produce these commodities (land and capital) and the returns to farmers arising out of production. The **Science, Technology and Capital Stock Division** provides a focus for the collection, analysis and publication of statistics relating to scientific, technological and investment activities. The purpose of the **Small Business and Special Surveys Division** is to determine and satisfy the needs for data about and required by small business. Its purpose is also to carry out special surveys relating to business and trade statistics on a cost-recovery basis.

INFORMATICS AND METHODOLOGY FIELD

This field ensures that the statistical methodology used by all surveys is sound and statistically efficient, and provides leadership for and management of information processing in Statistics Canada. It is headed by an Assistant Chief Statistician with responsibility for Informatics, Classification Systems and Methodology.

Informatics Branch

This branch provides electronic data processing (EDP) services to Statistics Canada. The headquarters staff, in conjunction with other members of the Branch, is responsible for the formulation of policies relating to EDP and managing overall branch activities. It also co-ordinates relations with the users of various systems and data processing services. The Branch provides the chairman and secretariat services for the executive sub-committee on EDP. It includes the System Development Division, the Informatics User Services Division and the Main Computer Centre.

The **System Development Division** is responsible for the planning, design, development, support and maintenance of specific applications of EDP systems for particular users. It is also responsible for the support of microcomputing and data communications services. The **Informatics User Division** provides all users with a unified and comprehensive interface for the full range of Informatics Branch services, and is responsible for EDP planning, technical evaluation and EDP policies, standards and procedures. The **Main Computer Centre** is responsible for the provision of large-scale computer and mini-computer services to Statistics Canada, including data storage facilities for the agency's EDP data.

Classification Systems Branch

This branch develops and promulgates classification systems; standardizes economic, social and geographic concepts; develops, enhances and maintains the business register as a major integration instrument of survey-taking; and is responsible for the exploitation of taxation and other administrative data. It includes the Geography Division, the Business Register Division, the Standards Division and the Geocartographics Division.

The **Geography Division** develops and maintains a spatially referenced geographical database in support of the standard geographical classification, the census and other bureau programs. The **Business Register Division** is responsible for the development and maintenance of a central register of firms and their constituent establishments for purposes of statistical collections. It is also responsible for accessing and transcribing statistical data from Revenue Canada (Taxation) records to supplement or replace data collected by survey, and for maintaining a tax database. The **Standards Division** develops standard classification systems, monitors their implementation, delineates statistical structures, standardizes economic and social concepts, and provides a system of comprehensive documentation for all surveys conducted in Statistics Canada. It establishes official concordances between international and Canadian classifications. The **Geocartographics Division** performs the roles of service area and centre of expertise in the application of computerized techniques to geography, cartography and graphics.

Methodology Branch

This branch plans, organizes and directs the work of the divisions and staff engaged in the development, implementation, analysis and evaluation of the statistical methodology underlying all of the programs of the agency. It is also involved in reviewing the paper burden imposed on businesses by federal government departments and agencies for the collection of information. The Branch includes the Federal Information Collection Group as well as the following divisions: Social Survey Methods, Business Survey Methods, Small Area and Administrative Data, and Time Series Research and Analysis.

The **Federal Information Collection Group** is responsible for the technical review of information collection plans of federal government departments in accordance with Treasury Board policy on information collection and for the maintenance of a Federal Register of collected information. The **Social Survey Methods Division**, comprised of centralized methodology groups, is responsible for achieving the most effective balance between the cost of data collection and the quality of statistical output, and for focusing research and development efforts. The **Business Survey Methods Division** is responsible for methodological services to business, agricultural surveys, and quality control services. It is also responsible for research and development on problems related to survey design, estimation techniques and analysis of survey data. The **Small Area and Administrative Data Division's** mandate is to study and develop methods and approaches to explore the statistical potential of administrative data files from other federal or provincial institutions for small area social statistics. It is also responsible for the development and dissemination of social, economic and demographic statistics and indicators for sub-provincial geographic areas. The **Time Series Research and Analysis Division** is organized as an applied research group. Its objective is to improve the quality of seasonal adjustments of economic time series and the analysis of the evolution of seasonality in the Canadian economy.

COMMUNICATIONS AND OPERATIONS FIELD

This field provides a full range of external communication functions, including respondent, user, media and international relations. It also administers the central and regional operational functions essential to the conduct of the agency's statistical programs, including regional data collection and processing activities, marketing, publishing and electronic data dissemination. This field is headed by an Assistant Chief Statistician with responsibility for the Marketing and Information Services and the Operations branches, including Regional Operations.

The **International and Professional Relations Division** co-ordinates Statistics Canada's contacts with the statistical offices of other countries and international organizations. It is also responsible for the co-ordination of the Department's relations with professional societies, the development and administration of a fellowship program, and the co-ordination of the Department's professional advisory committees.

Marketing and Information Services Branch

This branch is responsible for the activities which design and organize the information products of the agency to service the needs of its various clients at the federal, provincial and municipal government levels, and in the public and private sectors. It includes the following divisions: Communications, Publications, and Electronic Data Dissemination.

The **Communications Division** co-ordinates and exercises a focal responsibility for relations with Parliament, federal departments and agencies, provincial, territorial and municipal governments, business, labour, academics, institutions, media and the general public. It provides an entry point to the agency for these publics, monitors the public environment, develops and executes information programs, and supports communications activities of program managers through consultation and through preparation of communications material. It also provides an editing service aimed at improving the quality of publications of the specialty divisions. The **Publications Division** is responsible for the publishing and marketing of the Department's catalogued publications. The **Electronic Data Dissemination Division** is responsible for the development and operation of techniques and mechanisms to foster public access to Statistics Canada's information through electronic means.

Operations Branch

This branch is responsible for analyzing, evaluating and reviewing all statistical operations; for directing all regional operations; and for managing the integrated headquarters operations. It also develops and implements approaches and strategies for integrating operations and services throughout the agency, including the regionalization of operational activities, and manages and co-ordinates related production support services. It includes the Regionalization Planning Division, the Headquarters Operations Division, and the Operations Automation Division.

The **Regionalization Planning Division** is responsible for the planning and implementation of regionalization programs as approved by the management of Statistics Canada. The **Headquarters Operations Division** is involved in five main areas: records management, distribution of data collection material, publications and general correspondence, materiel management, facilities management, and operations. The **Operations Automation Division's** primary mission is to use technology as part of the program to improve the operational performance of Statistics Canada.

Regional Operations Branch

This organization is responsible through a headquarters staff and a network of regional offices for survey data collection, primary processing and editing, for the provision of statistical information and advice at the regional level, and for related user respondents and community relations. Regional offices are located in St. John's, Halifax, Montreal, Toronto, Sturgeon Falls, Winnipeg, Regina, Edmonton, Vancouver and Calgary. The Branch includes the Survey Operations Division and the User Advisory Services Division.

The **Survey Operations Division** is responsible for researching, costing, developing, delivering and evaluating data collection and data capture procedures and training in co-operation with client divisions and several external departments. The Division provides services in the areas of project management, operations research and analysis, organization and methods of data collection, financial control, logistical support, data capture and operations audit and evaluation. The **User Advisory Services Division** is responsible for the provision of inquiries, professional consultation, education and research services in local reference centres across the country and through the Statistical Reference Centre in Ottawa.

MANAGEMENT SERVICES FIELD

This field organizes and co-ordinates internal management services, including the development and implementation of all management policies and systems within the agency and the assessment of the efficiency and effectiveness of these programs. It is headed by an Assistant Chief Statistician with responsibility for Management Practices, Operational Planning and Finance, and Personnel.

The **Corporate Assignments Division** develops and manages a program of temporary assignments in response to a departmental need for persons to work on corporate or special tasks. Assignees may be permanent employees located either within or outside of Statistics Canada. The Division also includes support for redeployment of persons affected by program modifications or operational changes, for senior management development, for employment equity initiatives, for second language development and for the advancement of individual careers through the enhancement of the work experience and abilities of assignees. The **Data Access and Control Services Division** serves as a departmental focal point for matters relating to the confidentiality of the information collected by Statistics Canada. It also administers services pursuant to the *Access to Information Act* and the *Privacy Act*.

Management Practices Branch

This branch is responsible for developing good management systems to support the agency's managers in achieving departmental objectives and for ensuring that management practices identified by the Office of the Comptroller General are carried out. It includes the following divisions: Internal Audit, Program Evaluation, and Corporate Planning and Management Systems.

The **Internal Audit Division** provides a systematic, independant review and appraisal of all operations for purposes of advising Statistics Canada's management on the efficiency and cost-effectiveness of management practices. The **Program Evaluation Division** is responsible for evaluating Statistics Canada's programs to assess the continued relevance of their objectives, and for investigating alternatives that might achieve the objectives in a more cost-effective manner. The **Corporate Planning and Management Systems Division** is responsible for ensuring the continued improvement of the departmental planning system, for assisting senior management in developing and assessing corporate planning directives and priorities, and for formulating alternative strategies and plans of action to achieve these objectives.

Operational Planning and Finance Branch

This branch is responsible for determining the financial resources required by Statistics Canada and supervising the Agency's expenses. The Branch is also responsible for operations related to program and financial planning, financial services, and management information systems. It includes the Financial Policies and Systems Division, the Financial Operations Division, and the Operational Planning and Programming Division.

The **Financial Policies and Systems Division** is responsible for the development, design, implementation and review of departmental financial policies, systems and procedures. The **Financial Operations Division** is responsible for the accounts office, which retains records on all expenditure and revenue transactions, the financial management information system (REMAPPS), recoverable projects accounting, contract administration, and general accounting services. The **Operational Planning and Programming Division** is responsible for the management of the departmental operational planning system and the preparation of a multi-year operational plan and current year work planning processes and associated budgets.

Personnel Branch

This branch is responsible for assisting management in obtaining, deploying, developing and retaining the staff necessary to execute Statistics Canada's responsibilities. It is also responsible for ensuring fair and equitable treatment of individual employees. It includes the following divisions: Personnel Operations, Personnel Policies, Official Languages, and the Employee Assistance Program.

The **Personnel Operations Division** is responsible for operations in the areas of classification, recruitment, promotions, redeployment, language identification of positions, staff relations, and pay and benefits administration. The **Personnel Policies Division** is responsible for the development, implementation and ongoing operations of personnel policies and programs related to employment equity, human resources planning, training and development, organization development, staff relations, occupational safety and health, classification, staffing, and the personnel information system. The **Official Languages Division** is responsible for the development of departmental guidelines on official languages, providing information and advice to managers on the implementation of the official languages policies and programs in their respective areas, providing information to employees in general on their rights and obligations regarding official languages, planning language training of employees, and administering language tests. The **Employee Assistance Program** is responsible for providing confidential health assistance and advice to employees, and disseminating information on the various social agencies available to provide service to employees.

Manuals

The manuals used by Statistics Canada in carrying out its policies, programs and activities are instruction manuals developed to cover all phases of data acquisition, production and publication. These manuals can be accessed by identifying the subject.

In addition, working manuals produced by Statistics Canada are listed in the Current Publications Index and are available for purchase through Publications Sales, Ottawa, Ontario K1A 0T6, or through any of the Statistics Canada regional reference centres listed under "Reading Room". These manuals are also available for public reference. They are:

- Canadian Standard Industrial Classification for Companies and Enterprises (12-570)
- CANSIM: Mini Base Series Directory (12-569)
- Changes to Municipal Boundaries, Status and Names (12-201)
- Development and Design of Survey Questionnaires (12-519)
- Guide to Sub-provincial Data (Excluding Census Data)
- Inventory of Statistics Canada Questionnaires on Microfiche (12-205)
- Standard Geographical Classification, Vol. 1, The Classification and Vol. 1A, Reference Maps (12-567)
- Standard Industrial Classification Manual(12-501)
- Standard Occupational Classification 1980 (12-565)
- Survey Methodology (12-001)
- Survey Sampling: A Non-Mathematical Guide (12-602)
- Word Division in French (12-601)

Additional Information

Requests for further information about Statistics Canada and its various programs and functions may be directed to:

Communications Division
Statistics Canada
R.H. Coats Building
Tunney's Pasture
Ottawa, Ontario
K1A 0T6
Private Sector Relations (613) 951-1091
Public Sector Relations (613) 951-1190

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Statistics Canada
26th Floor, R.H. Coats Building
Tunney's Pasture
Ottawa, Ontario
K1A 0T6
(613) 951-9759

STATISTICS CANADA

Reading Room

Statistics Canada's library has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out the Agency's programs or activities. Its address is: 2nd Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, Ontario.

In the regions, reference centres manned by user advisory service personnel have been designated. Their addresses are:

Atlantic Region

Statistics Canada
Advisory Services
North American Life Centre
1770 Market Street
Halifax, Nova Scotia
B3J 3M3
(902) 426-5331

Atlantic Region — Newfoundland

Statistics Canada
Advisory Services
3rd Floor
Viking Building
Crosbie Road
St. John's, Newfoundland
A1B 3P2
(709) 772-4073

Quebec Region

Statistics Canada
Advisory Services
Guy Favreau Complex
200 René Lévesque Boulevard West, Suite 412
Montreal, Quebec
H2Z 1X4
(514) 283-5725

Ontario Region

Statistics Canada
Advisory Services
10th Floor
25 St. Clair Avenue East
Toronto, Ontario
M4T 1M4
(416) 973-6586

National Capital Region

Statistics Canada
Advisory Services
R.H. Coats Building
Ottawa, Ontario
K1A 0T6
(613) 951-8116

Ontario Region — Eastern and Northern Ontario

Statistics Canada
Advisory Services
Civic Administration Centre
225 Holditch Street
Sturgeon Falls, Ontario
P0H 2G0
(705) 753-3200

Prairie Region

Statistics Canada,
Advisory Services
8th Floor, Park Square
10001 Bellamy Hill
Edmonton, Alberta
T5J 3B6
(403) 495-3027

Prairie Region — Manitoba

Statistics Canada
Advisory Services
General Post Office Building
500 - 266 Graham Avenue
Winnipeg, Manitoba
R3C 0K4
(204) 983-4020

Prairie Region — Saskatchewan

Statistics Canada
Advisory Services
9th Floor, Avord Tower
2002 Victoria Avenue
Regina, Saskatchewan
S4P 0R7
(306) 780-5405

Prairie Region — Southern Alberta

Statistics Canada
Advisory Services
P.O. Box 2390, Station M
Room 245, Harry Hays Building
220 4th Avenue South East
Calgary, Alberta
T2P 3C1
(403) 292-6717

Pacific Region

Statistics Canada
Advisory Services
Sinclair Centre, Suite 440F
757 West Hastings Street
Vancouver, British Columbia
V6C 3C9
(604) 666-3691

Toll-free Numbers

Toll-free telephone access is provided in all provinces and territories for users who reside outside the local dialling area of any of the reference centres:

- Newfoundland and Labrador — 1-800-563-4255
- Maritimes — 1-800-565-7192
- Quebec — 1-800-361-2831
- Ontario — 1-800-268-1151
- Manitoba — 1-800-542-3404
- Saskatchewan — 1-800-667-7164
- Alberta — 1-800-282-3907
- Southern Alberta (Calgary) — 1-800-472-9708

- British Columbia — 1-800-663-1551
- Altin, British Columbia and Yukon — Zenith 08913
- Northwest Territories — call collect: (403) 495-3028

Classes of Records

STC/OCS-005
Departmental Operations
Description: Records relating to the overall functions of the Department.

STC/SIL-010
Social, Institutions and Labour Statistics Field Operations
Description: Records related to the overall functions of the field. *Topics:* Field policies: plans and programs; requests; public relations; census project team management; census research and methodology.

STC/COP-015
Census Operations
Description: Census records are maintained in three formats: hardcopy format which is kept for five years following each census, microfilm copies of the original questionnaire and machine-readable data stored in the census micro database. The latter are used in tabulations. Names and addresses of individuals are not contained in these files. Information extracted from the database, therefore, cannot directly be related to an individual. Individual data from microfilm copies of original questionnaires are available only to the respondent under the *Privacy Act*. *Topics:* Different types of variables can be obtained for various universes on the database. Population and Families — Demographic Characteristics: age, sex, marital status; Ethno-cultural Characteristics: age at immigration, citizenship, ethnic origin (data on population can also be obtained at the family level); Language Variables: home language, mother tongue, official language; Schooling Variables: highest level of schooling, major field of study; Labour Force: class of worker, industry, occupation; Family Size: family composition; Income: census family income, economic family income, income from each source and total income. Households — household maintainer, type of household, household size, length of occupancy, mortgage or rent, household income. Dwellings — condition of dwelling, fuel, heating equipment, structural type. These variables are available for various geographic divisions across Canada. The information collected in the census varies somewhat from one census year to the next. *Special Access Notes:* Individual information contained in the microfilmed records is available as far back as the 1901 Census (1891 Census in custody of National Archives of Canada). It can be accessed only by the person named in the record or by a legal representative authorized to settle the affairs of a senior, incompetent or dead person. To access such information, the person concerned must complete an "Application and Authorization for a Search of Census" obtainable from the Census Pension Searches Unit, Statistics Canada, Ottawa, K1A 0T6. Aggregate data from the census micro-database are available to the public. Requests for such information should be directed to the Statistical Reference Centre, Statistics Canada, Ottawa, K1A 0T6.

STC/COP-020
The 1940 National Registration Records
Description: Statistics Canada maintains custody of the 1940 National Registration records. This information resulted from a compulsory registration of all persons 16 years of age or older in the period 1940-46. *Topics:* Name; address; age; date of birth; conjugal status; dependents; country of birth (persons registered and parents only); nationality; racial origin; languages; education; general health; class of occupation; occupation or craft; employment status; work experience by type; mechanical or other abilities; latent skills, wartime circumstances, previous military service. *Special Access Note:* Information contained in the 1940 National Registration Records is confidential and available only to the person named in the records or to a legal representative authorized to settle the affairs of a senior, incapacitated or dead person. The method of access is described in the "Access Notes" under "Census Operations" (STC/COP-015).

STC/HFS-025
Housing, Family and Social Statistics
Description: Records relate to documentation and files of projects concerned with the production phases of the census. *Topics:* Housing; language; ethnicity; education; religion.

STC/HFS-026
Family History Survey
Description: The Family History Survey was conducted in 1984 as a supplement to the Labour Force Survey. It provides a retrospective picture of when different events in the family life cycle occur. *Topics:* Marital history; common-law unions; natural, adopted and step-children; work history.

STC/HFS-027
General Social Survey
Description: The General Social Survey is an annual household survey with two principal objectives: first, to monitor temporal changes in Canadian society and, second, to provide information on current policy issues. The first survey cycle collected data in 1985 on health and social support, with 11 000 persons interviewed by telephone or face-to-face. Cycle 2 collected data in 1986 on daily activities, social mobility and languages, with 17 000 persons interviewed by telephone. Cycle 3 collected data in 1988 on personal risk and victim services, with 10 000 persons interviewed by telephone. *Topics:* Cycle 1 covered: short- and long-term disability, smoking, alcohol use, sleep, physical activity, health problems, satisfaction and happiness, and potential support networks for persons 15 years of age and older; persons 55 years of age and older provided additional data on support given and received, and social activities. Cycle 2 collected data for persons 15 years of age and older which covered: activities of Canadians over a 24-hour period (identifying each activity done, where, when and with whom), education, occupation and other demographic characteristics of parents and respondent, satisfaction and happiness, language knowledge, current language practices including use in home, at work and at school, change in language use in last five years. Cycle 3 collected data from persons 15 years of age and older which covered: accidents and crimes experienced during 1987, services used by victims of crime, attitudes to crime and factors which relate to personal risk, a set of socio-economic items similar to those collected by Cycles 1 and 2.

STC/HFS-028
Canadian Social Trends
Description: Records related to marketing studies for the *Canadian Social Trends* publication provide recent and historical evidence for the direction and magnitude of important social trends. *Topics: Canada Pension Plan;* culture; day care; deaths; education; environment; ethnicity; expenditures; families by size, divorces, income groups, lone parents; family income; health; health care

expenditures; health care costs; hospital separations; housing; Indian and native people; interest rates; justice; labour force; lawyers; notifiable diseases; birth defects; part-time work; population trends; population; population projections; professors; security.

STC/DEM-030
Demography
Description: Records relate to research carried out with respect to population estimates and projections and demographic characteristics. *Topics:* Population estimates; population projections: emigration; immigration; interprovincial migration; post-censal estimates; household estimates; family estimates; households and family projections; components of population growth — births, deaths, migration; demographic characteristics — age, sex, marital status, current demographic analysis in Canadian population.

STC/HLD-035
Labour Force Survey
Description: Records relate to levels and trends in the composition, activities and characteristics of the Canadian labour force. Data are available at the detail of selected Census Metropolitan Areas (CMA), economic regions and the provinces. Data also available for selected non-CMA urban areas based on quarterly estimates. *Topics:* Actual and seasonally adjusted employment and unemployment data; seasonal factors; structure of the Labour Force Survey sample; participation rate; multiple job holding; reasons for absence from work, etc. *Special Access Note:* Some material held on microfiche.

STC/HLD-040
Special Surveys
Description: Records relate to the operations of the special surveys. *Topics:* Recent (1978 or later) surveys: work patterns, leisure time activities, family history, health, absence from work, job opportunities, travel, travel to work, attitudes about surveys, smoking habits, victimization, graduates of post-secondary programs, labour market comparison, passenger car fuel consumption, volunteer workers, student finances, migrants to Alberta and B.C. (See manual Z-036B for detailed breakdowns.) Earlier surveys (before 1978) generally covered: demography, education, health, and the labour market. (See manuals Z-034E and Z-035B for detailed breakdowns.)

STC/HLD-045
Family Expenditures Survey
Description: A dual program of record-keeping and recall surveys provides detailed expenditures covering the complete budgets of families and unattached individuals in private dwellings. Programs cover selected calendar years, and have varied in scale and geographic coverage. *Topics:* Family expenditures on food, shelter, household operations, household furnishings and equipment, clothing, transportation, etc., for specific subgroups of the population (by family income, family size, cities, etc.).

STC/HLD-050
Household Facilities and Equipment Survey
Description: This annual survey provides data on dwellings and their characteristics, on the occupants of the dwellings and on the equipment at the disposal of the occupants. The records relate to the equipment and facilities available within individual households. *Topics:* Cooking facilities; heating facilities; water supply; bathroom facilities; refrigerators; washing machines; vacuum cleaners; sewing machines; telephones; radios and television sets; record players and tape recorders; tenure and number of rooms per dwelling; size of household; households with automobiles; garages; selected sporting and recreation equipment.

STC/HLD-051
Shelter Cost Survey (New)
Description: An annual survey to provide yearly data on the housing repair and renovation expenditures in owner-occupied households. The survey also serves as a vehicle for the occasional collection of a full range of household shelter expenditures. *Topics:* Annually: additions, renovations, replacements and new installations of fixtures and equipment, repairs and maintainance; occasionally, for homeowners: mortgages, property taxes, value of dwelling, insurance premiums, condominium fees, fuels and utilities; occasionally, for renter households: parking, fuel, utilities, insurance, repairs and maintenance costs that are not included in the rent.

STC/HLD-055
Consumer Finances Survey
Description: An annual survey designed to measure the distribution of income and its sources for Canadian families and individuals. The records relate to income and other indicators of economic well-being of families and individuals. *Topics:* Annually: wages and salaries, self-employment income, investment income, transfer payments received, retirement pensions, other money income, income taxes, total money income, income after taxes, low income rates and number of persons in low income group (by selected family characteristics and selected personal characteristics); occasionally: family assets, family debts, family wealth.

STC/LHS-060
Labour and Household Surveys Analysis
Description: Records relate to documentation associated with this research and development work.

STC/LAB-065
Pensions
Description: Records related to the terms and conditions of employer-sponsored pension plans and to trusteed pension funds in Canada. *Topics:* Eligibility conditions; employee contribution rates; retirement benefits; retirement ages; vesting and death benefits; income, expenditures and assets of all trusteed pension funds.

STC/LAB-070
Unemployment Insurance
Description: Records related to unemployment insurance. *Topics:* Benefits paid; weeks of benefit; average weekly benefits; claims received; claims allowed; disqualifications; beneficiaries by personal characteristics (e.g. age, sex and insurable earnings).

STC/LAB-075
Employment and Earnings
Description: Records related to employment, earnings and hours. Some data prior to April 1983 are seasonally adjusted. *Topics:* Paid hours: earnings; number of employees. Breakdowns by sex (not available after March 1983 when the new survey on employment, payroll and hours was implemented), industry, province and major urban areas.

STC/LAB-076
Help-Wanted Index
Description: Records related to help-wanted advertisements in 18 metropolitan area newspapers. *Topics:* Help-wanted ads and help-wanted indexes by region.

STC/LAB-077
Work Injuries Statistics
Description: Records related to work-related time-loss injuries and illnesses. *Topics:* Accident type, source of injury, nature of injury and part of body detailed by age, sex, province, occupation, industry and month and year of the injury.

STC/LAB-078
Labour Income
Description: Data series of labour income which are on a raw and seasonally adjusted basis by month. *Topics:* Wages and salaries, supplementary labour income, special payments and work stoppage effects. Breakdowns by major industry, sector and province.

STC/HLT-080
Health Care
Description: Records related to the operation of a statistical system which provides medical, demographic and utilization information on patients hospitalized for disease condition or surgery; patients with psychiatric conditions; and patients hospitalized for legal therapeutic abortions. *Topics:* Hospital in-patient morbidity; mental in-patient morbidity; surgical procedures and treatments; hospital utilization; disease utilization; mental morbidity; mental health; therapeutic abortions; therapeutic abortion committees.

STC/HLT-085
Operation of Health Institutions
Description: Contains data on beds available, patient-days during the year, patient movement (admission/separations), service workload of various departments, personnel and paid hours of work by occupational groups, detailed departmental operating expenditures by salaries and wages and income by source and balance sheet information; and indicators of utilization, performance and cost by hospital type and size, and ownership. *Storage Medium:* Some material held on microfilm.

STC/HLT-090
Health Human Resources
Description: Records related to the operation of a statistical system to provide information on various professional and technical categories of health personnel. *Topics:* Physiotherapists, 1972-1977; radiological technicians, 1972-1977; registered nurses, 1970 to date; dental hygienists, 1975-1983. *Storage Medium:* Some material held on microfilm.

STC/HLT-095
Vital Statistics and Disease Registries
Description: Records related to the operation of a statistical system of vital statistics (including births, deaths, marriages, divorces and stillbirths) and registers on cancer, tuberculosis, renal failure and notifiable diseases. *Topics:* Vital statistics — including births (fertility), deaths (life tables, deaths by cause, such as heart disease, cancer, suicide), marriages, divorces, stillbirths; cancer incidence; tuberculosis incidence; renal failure; notifiable diseases. *Storage Medium:* Some material held on microfilm.

STC/HLT-100
Social Security Program
Description: Records related to statistical information on social security programs sponsored by the federal or provincial governments of Canada. *Topics:* Unemployment insurance; Canada and Quebec pension plans; family allowances and related programs; old age security and guaranteed income supplement; social allowances and services; worker's compensation; public assistance.

STC/HLT-105
Nosology Reference Centre
Description: Records relating to training and development materials on medical classification; consultation on classification issues; establishment of standards for classification of diseases and surgical procedures. *Topics:* International classification of diseases; Canadian classification of diagnostic, therapeutic and surgical procedures; disease coding; death coding.

STC/HLT-110
Disability Database
Description: Records related to the operation of a statistical system to provide information on the prevalence of disability in Canada and the impact of disability on the life of disabled Canadians. *Topics:* Contains data on the existence, nature and severity of disability; as well as data which describe the demographic, household, labour force, employment, education, transportation, residential and economic characteristics of the disabled.

STC/HLT-115
Health Research and Analysis
Description: Records related to research and analysis studies directed at issues in the health services sector, population risk factors and health status, and the availability of information. *Topics:* Mortality by income; medicare-hospital morbidity linkage; cardiovascular disease; analysis of marriage and divorce; health indicators; hospital utilization according to Census Metropolitan Areas; directory of health data; Canada Health Survey; Canadian Health and Disability Survey; accidents.

STC/HLT-120
Health Statistics Development
Description: Records related to the development of a statistical program to extend the scope of health and social security statistics. *Topics:* Community health information system development; mental health information system development; health indicators development; hospital information system redevelopment; occupational health information system development.

STC/CCJ-125
Corrections
Description: Information related to the delivery of custodial and non-custodial adult correctional services in each of the provincial, territorial and federal jurisdictions. *Topics:* Statistical summaries feature caseload indicators, offender characteristics, and expenditure data; narrative summaries examine organizational structures, administrative procedures and correctional programs.

STC/CCJ-130
Criminal Courts
Description: Information related to the operation of adult criminal courts in Canada. *Topics:* Descriptive profiles of all Court Services in Canada for the year 1985-86.

STC/CCJ-135
Homicide
Description: Records related to manslaughter, infanticide and murder. *Topics:* Cases reported to the police showing characteristics of incidents; victims and suspects; relationship between the suspects and victim(s); methods used to commit the homicide.

STC/CCJ-140
Uniform Crime Reporting
Description: Records and projects related to crime, traffic and crime indicators. *Topics:* Offences by adults and young offenders; all types of offences including *Criminal Code*, provincial statute and municipal by-law offences, traffic offences; (data are supplied by federal, provincial, municipal, railway and National Harbours Board policing agencies).

STC/CCJ-145
Family Courts
Description: Descriptive publication on family courts in Canada published in September 1984. *Topics:* The material covers administration of family courts, family law, and court services related to families in Canada in 1983.

STC/CCJ-150
Administrative Tribunals
Description: An inventory and comparison of federal and provincial administrative boards, commissions and tribunals in six jurisdictions for the years 1982 and 1983. *Topics:* The powers and authority of each tribunal; internal operations; activities; appeals.

STC/CCJ-155
Youth Justice Services
Description: Information related to those young persons who are charged with federal statute offences and are dealt with in the youth courts of Canada. *Topics:* Statistical and descriptive information on types of offences, age, sex, court decisions and dispositions is provided on both the national and jurisdictional levels.

STC/CCJ-160
Legal Aid
Description: Information related to the delivery of legal aid in each of the provincial and territorial jurisdictions. *Topics:* Revenues, expenditures; personnel resources and caseload counts of each legal aid plan in Canada; information describing the organizational structure, eligibility criteria and coverage of each plan.

STC/CCJ-162
Police Administration
Description: Records and projects related to police administration in Canada. *Topics:* Police personnel (i.e., police officers, cadets and other police personnel) and policing expenditures.

STC/ECT-165
Elementary and Secondary Education
Description: Records related to teaching staff, enrolments, minority and second language education, and interprovincial and international migration of children. *Topics:* Students; teachers; facilities and transportation (1971-72); boards and trustees; private schools, kindergartens, nurseries (1974-75); schools for the blind and deaf; enrolments, attendance and withdrawals (1975-76); interprovincial movement of children; minority language programs; adult education.

STC/ECT-170
Postsecondary Education
Description: Records related to enrolments and full-time teaching staff in community colleges and universities; degrees granted by universities; tuition fees and living accommodation costs for university education. *Topics:* University students; community college students; foreign students; university degrees, diplomas, certificates; university tuition fees and accommodation costs; full-time university teachers, full-time community college teachers; facilities (1973); educational technology (1970); instructional media (1971-72); continuing education.

STC/ECT-175
Education Finance
Description: Records relating to expenditures of governments, school boards, colleges and universities for all levels of education. *Topics:* Financing; estimated, budgeted and actual expenditures for educational institutions; student aid (1972-73); education price index; financial information system for school board revenues and expenditures; federal government expenditures in support of education and training.

STC/ECT-180
Projections and Analysis
Description: The Projections and Analysis Section undertakes analytic studies in response to the priorities of policy departments and other major user groups and monitors the quality of various data sets at the request of senior management. *Topics:* The section is responsible for two annual summary publications on education: *Education in Canada*, a handbook of key statistics for all levels of instruction, and *Advance Statistics of Education*, which contains data on major variables for the two most recent years and an estimate, based on preliminary data, for the forthcoming year. In addition, studies are undertaken in response to the priorities of the relevant policy departments and other major user groups: for example, development of a model for projecting potential labour force entrants by level of attainment, analysis of special surveys of adult training, analysis of data from the National Graduate Survey, and compilation of a compendium of culture statistics.

STC/ECT-185
Cultural Institutions
Description: Records relating to characteristics of cultural institutions acquiring, preserving and holding cultural and natural materials; heritage institutions; libraries. *Topics:* Holdings; physical facilities; attendance; personnel; finance.

STC/ECT-190
Cultural Industries
Description: Records relating to characteristics of industries producing cultural goods and to their products. The industries under study are in the areas of books, newspapers and periodicals, records, film and video, and radio and television. *Topics:* Number and type of product: domestic, export and import sales, revenue and expenditures; balance sheet; sales by client.

STC/ECT-195
Cultural Activities
Description: Records relating to performing arts organizations; creative and performing artists (visual artists, writers, actors and directors, musicians and composers, dancers and choreographers); and cultural activities of Canadians. *Topics:* Finances, audiences,

personnel; demographic characteristics, training, employment, income and expenses; attendance at cultural events, reading habits, use of time.

STC/ECT-200
Travel, Tourism and Recreation
Description: Records relating to travel, travellers and recreational activities. *Topics:* Domestic travel; travel to work; outdoor recreation; recreational activities; commuting habits; travel expenditures; automobiles; public transportation; recreation equipment; vacation homes. *Special Access Note:* Refer also to STC/HLD-045; STC/HLD-050; STC/ECT-250; STC/SER-425.

STC/ECT-205
Government Expenditures on Culture
Description: Expenditures by the federal government, as well as provincial and municipal governments, on culture. *Topics:* Wages and salaries, goods and services, operating and capital expenditures, current and capital grants; contributions and transfers, in the major cultural areas (libraries, museums, archives, literary, visual and performing arts, crafts, recording, multiculturalism, film and broadcasting).

STC/PUI-210
Local Government
Description: Records related to municipal governments and related boards. *Topics:* Local governments and corporations — revenues and expenditures, assets, liabilities and debt position; employment and payrolls. *Storage Medium:* Computer and non-computer files by province.

STC/PUI-215
Provincial Government
Description: Records related to provincial and territorial governments and their enterprises, boards and commissions. *Topics:* Provincial and territorial governments and government corporations — revenues and expenditures, assets, liabilities and debt position, employment and payrolls. *Storage Medium:* Computer and Non-computer files by government and corporation.

STC/PUI-220
Federal Government
Description: Records relating to the federal government, its enterprises, related boards and commissions. *Topics:* Federal government and Crown corporations — revenues and expenditures, assets, liabilities and debt position, employment and payrolls. *Storage Medium:* Computer and non-computer files by government and Crown corporation.

STC/NAC-225
National Accounts and Analytical Services Field Operations
Description: General operations relating to the overall functions of the field. *Topics:* Field policies; plans and programs; automation; timeliness studies; projects and surveys.

STC/NAD-230
National Accounts Data Development
Description: Records relate to research papers and consist of analytical manipulations of existing Statistics Canada data, their description, interpretation and explanation. *Topics:* Extension of National Accounts; concepts, definitions; inflation accounting; household work; non-market production; production boundaries; underground economy; total consumption; satellite accounts; saving.

STC/GNP-235
Gross Domestic Product
Description: Records related to the production of provincial and national accounts. *Topics:* Estimates of final expenditures by category and types of incomes generated; detailed income and expenditure data for the four sectors of the economy — persons, business, government and non-residents; provincial estimates of personal income and provincial product and their components.

STC/IMA-240
Industry Measures
Description: Records related to industrial output. *Topics:* Gross domestic product by industry; real output measures; value added; industry measures; real domestic product; index of industrial production; gross output by industry; intermediate inputs by industry.

STC/IFE-245
Financial Flows
Description: Records related to financial flows between different sectors of the Canadian economy and balance sheet data for the same sectors and for the economy as a whole. *Topics:* Monetary authorities; chartered banks; public financial institutions; federal government; provincial and local governments and hospitals; social security funds; persons and unincorporated businesses; non-financial private corporations; non-financial government enterprise; near-banks; insurance companies and pension funds; other private financial institutions; rest of the world.

STC/ECT-250
International Travel
Description: Records related to the activities of Canadians travelling outside the country and visitors to Canada. *Topics:* Port of entry; Canadian residents; non-residents; vehicles; persons; receipts; payments; country of residence; expenditures; length of stay; type of transportation; purpose of trip; accommodation used; destinations.

STC/STA-255
Integration and Analysis
Description: Records related to analysis and data development in the areas of business/industry and labour market, using data derived from Statistics Canada business and labour-related surveys, as well as administrative data. *Topics:* Employment creation by firm size, industry, region and employee demographics (age/sex); job separations and UI claims by reason, firm size, industry and region; cost-recoverable customized cross-tabulation and econometric analysis; imports; exports; capital expenditures; value added, research and development.

STC/IFE-260
Balance of Payments
Description: Schedules, correspondence and working papers related to the production of statistics on the balance of payments. *Topics:* Data for conversion of merchandise exports and imports from a customs to a balance-of-payments basis; freight and shipping receipts and payments, including ocean shipping, inland transportation and air freight; data on Canadian and foreign government transactions and on business and miscellaneous services and charges; travel expenditures; interest and dividend receipts and payments and miscellaneous income transactions with non-residents; personal and

institutional remittances; flows of migrants' funds; official contributions to developing countries; capital flows, including direct and portfolio investment; other investment in Canada by non-residents and investment abroad by Canadian residents; funded debt and foreign-bank borrowing; geographical distributions of the above transactions.

STC/INO-265
Input-Output
Description: Records related to the development and maintenance of national and regional input-output tables (part of which are GDP by industry), models, productivity measures and correspondence with clients in reference to customer service activity. *Topics:* Annual data and records for current and constant price input-output tables encompassing 191 industries, 136 categories of final demand and 602 commodities and primary inputs (GDP by industry); annual data for GDP by province for selected industries and data for 1979 for interprovincial trade flows and input-output tables for each province; model documentation for national input-output tables, regional input-output tables, price model and energy model; annual data and records relative to the development and maintenance of productivity measures; correspondence with clients of customer-specific economic models.

STC/INC-270
Detailed Energy Balances
Description: Supply and disposition tables for Canada by fuel in natural units and thermal equivalents for the years 1966, 1971, 1974 and 1976.

STC/IFE-275
Current Analysis
Description: The records comprise leading indicators, current analysis of the Canadian economy and the *Canadian Economic Observer*.

STC/POS-280
Population Studies
Description: Records relate to population studies.

STC/SES-285
Social and Economic Studies
Description: Records relate to studies undertaken by the division using statistical records produced by other areas of Statistics Canada.

STC/LAN-288
Language Studies (New)
Description: Records are related to language studies undertaken by the Program using statistical records produced by other areas of Statistics Canada.

STC/ENV-291
Environmental Information System (New)
Description: The Environmental Information System draws on a variety of records from the following Statistics databases: Census of Population and Housing, Census of Agriculture, Census of Manufactures, Census of Coal Mines, Electric Power Statistics, Household Facilities and Equipment Survey, Transportation Statistics, Morbidity and Mortality Statistics.

STC/ENV-296 *Formerly identified as:* STC/STA-290, 295
Socio-economic Model and Data
Description: Socio-Economic Resource Framework (SERF) consisting of component models for demography (population, households, labour force), consumption (dwellings, consumer goods, health, education, transportation and service infrastructure); fabrication and assembly (production capacity, goods production) and material resources (primary energy, minerals, forest products, agriculture, fish and wildlife), and supporting databases.

STC/BTS-305
Business and Trade Statistics Field Operations
Description: General operations relating to the overall functions of the Field.

STC/IND-310
Manufacturing — General
Description: Records related to the Census of Manufacturers; shipments, inventories and orders; business conditions and inventory accounting methods. *Topics:* Operating statistics; materials and supplies used; products shipped; estimates of the value of Canadian manufacturers' shipments, inventories and orders; qualitative assessments of business conditions in manufacturing and short-term production expectations; turnover periods in manufacturing industries; inventory accounting (surveys conducted in 1949 and again in 1975).

STC/IND-315
Energy
Description: Records related to electricity and mineral fuels. The statistical programs are carried out in collaboration with other government agencies such as the Department of Energy, Mines and Resources, the National Energy Board, the Petroleum Monitoring Agency, and various provincial departments. *Topics:* Supply and disposition of solid fuels, liquid fuels, gas, electricity and renewable energy forms; financial and operating statistics in respect of energy industries and pipelines.

STC/IND-320
Foods, Beverages and Tobacco
Description: Records related to the production and processing of food, beverages and tobacco. *Topics:* Soft drinks; grain millings; oils; fats; bakery products; poultry products; meats; cigarettes, cigars and cut tobacco; processed cheese; instant skim milk powder; tea; coffee; cocoa; breweries; distilleries; wineries; dairy products; confectionery; feeds; fish products; fruits and vegetables; flour and breakfast cereal products; sugar.

STC/IND-325
Leather
Description: Records related to the production and consumption of leather. *Topics:* Footwear; leather tanneries; shoe factories; boot and shoe findings.

STC/IND-330
Textiles and Apparel
Description: Records related to the production and consumption of textiles and apparel. *Topics:* Canvas products; cordage and twine; cotton and jute bags; yarn and cloth made from cotton, man-made fibre and wool; foundation garments; fur goods; men's, women's and children's clothing; felt and fibre; carpets, mats and rugs; automobile fabric accessories.

STC/IND-335
Plastics, Chemicals and Rubber
Description: Records related to the production, sale and consumption of plastics, chemicals and rubber. *Topics:* Paints; varnishes; lacquers; synthetic resins; pharmaceuticals; medicines; plastics; toilet preparations; industrial chemicals; fertilizers; plastic film and bags, soaps and cleaning compounds; high-pressure decorative laminate sheet; plastic bottles.

STC/IND-340
Miscellaneous Manufacturing Products
Description: Records related to the production, sale and consumption of miscellaneous manufacturing products. *Topics:* Toys; floor tiles; felts; phonograph records; pre-recorded tapes; sporting goods; scientific and professional equipment; signs and displays; jewellery and silverware; coated products.

STC/IND-345
Machinery and Transportation Equipment
Description: Records related to the manufacture of machinery and transportation equipment. *Topics:* Agricultural implements; aircraft and parts; boat building and repair; machine shops; motor vehicles; motor vehicle parts and accessories; railroad rolling stock; miscellaneous vehicles; commercial refrigeration and air-conditioning equipment; office and store machinery; truck bodies and trailers; miscellaneous machinery and equipment; ship building and repair.

STC/IND-350
Electrical Equipment
Description: Records related to the production and sales of electrical equipment. *Topics:* Domestic refrigeration and freezers; domestic washing machines and clothes dryers; domestic electrical appliances; electric lamps (light sources); small electrical appliances; major appliances (electric and non-electric); household radio and television receivers; communications equipment; batteries; electric wire and cable; lighting fixtures manufacturers.

STC/IND-355
Wood and Furniture Products
Description: Records related to the manufacture of wood and furniture products. *Topics:* Veneer and plywood mills; sawmills; planing mills; shingle mills; sash, door and other millwork plants; wooden boxes; coffins and caskets; wood preservation; wood turnings; particle board, wafer board and miscellaneous wood products; household furniture; office furniture; electric lamps and shades.

STC/IND-360
Paper Products and Printing
Description: Records related to paper products and printing. *Topics:* Hardboard; rigid insulating board; corrugated boxes and wrappers; printing, publishing and allied industries; pulp and paper mills; asphalt roofing; paper converters; paper and plastic bags; folding carton and set-up boxes.

STC/IND-365
Metals
Description: Records related to primary metals (manufactured) and fabricated metal products. *Topics:* Primary iron and steel; ingots, steel castings and pig iron; steel wire and wire products; chrome ore, manganese ore, cobalt, molybdenum and tungsten; ferro-alloys and addition agents; non-metallic minerals; selenium; tellurium; antimony; bismuth; unmanufactured tin; steel pipes; tubing and fittings; cemented tungsten; carbide blanks and tools; aluminum; lead and zinc; magnesium metal; metallic cadmium; metallic mercury; nickel; grinding balls; iron and steel mills; metal rolling, casting and extruding; fabricated structural metal; hardware, tool and cutlery manufacturers; scrap iron and steel; smelting and refining; ornamental and architectural metals; boiler and plate works; heating equipment; iron foundries; metal stamping, pressing and coating.

STC/IND-370
Construction Industry
Description: Records related to the construction industry, including revenues, inventories, principal direct and overhead costs and other operating data by type of contractor. *Topics:* Type of construction; total value of construction; repair work; labour content; per capita value of construction; construction contracting industries — mechanical, electrical highway, road, street, bridge, general non-residential, general residential, heavy engineering and special trades.

STC/IND-375
Retail Trade
Description: Records related to sales, inventories and operating data for retail businesses, and number and value of new passenger cars and commercial vehicles sold. *Topics:* Chain stores; independent stores; alcoholic beverage stores; motor vehicle dealers (parts and accessories); food stores; general merchandise stores; clothing stores; hardware stores; furniture and appliance stores; shoe stores; drug stores; campus book stores; direct sellers; vending machine operators; department stores.

STC/IND-380
Wholesale Trade
Description: Records related to various types of businesses acting as intermediaries in the field of distribution. Included are wholesale merchants and wholesale agents and brokers. *Topics:* Principal statistics of wholesale merchants and agents and brokers; origin and destination of goods handled by wholesale merchants (1979); lumber and building material sales (1978); construction machinery and equipment sales (1977); diesel and natural gas engine sales (1977); farm implement and equipment sales (1977).

STC/IND-385
Logging (Census of Forestry)
Description: Records related to shipments of roundwood. *Topics:* Sawlogs; veneer logs; pulpwood; poles and pilings (untreated); fuelwood; Christmas trees; miscellaneous roundwood.

STC/TRA-390
Rail Transport
Description: Records relating to rail transportation in Canada and between the United States and Canada. *Topics:* Railway financial and operating statistics; equipment and length of track; fuel consumption and employment statistics; freight and passenger traffic; freight loaded; receipts from and deliveries to U.S. rail connections; commodity movement between provinces and to and from U.S. regions. *Storage Media:* Some material held on microfiche and magnetic tape and some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division.

STC/TRA-395

Air Transport

Description: Records related to the movement of aircraft passengers, mail and cargo by air and to the activities of air carriers operating in Canada. These data are produced by the Aviation Statistics Centre, a Statistics Canada satellite co-located with the National Transportation Agency of Canada. *Topics:* Air carrier financial and operational statistics; air traffic at Canadian airports; volume of mail and cargo; origin and destination of scheduled air passengers travelling within Canada, between Canada and the United States and internationally; international and domestic air charter statistics; airport activity and traffic flow; fare type statistics; aircraft utilization. *Storage Media:* Some material held on microfiche, microfilm, and magnetic tape, and some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division.

STC/TRA-400

Road Transport

Description: Records relating to road transport in Canada. In addition to programs surveying carriers, certain programs rely on aggregations of provincial and territorial administrative records. *Topics:* Financial and operating statistics on motor carriers of freight and of passengers, and on urban transit systems; commodity origin-destination statistics of the for-hire trucking industry (domestic and international); private trucking statistics, motor vehicle registrations and related licences; gross and net sales of motor fuels. *Storage Media:* Some material held on microfiche and magnetic tape, and some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division.

STC/TRA-405

Water Transport

Description: Records relating to water transportation, domestic shipping, international seaborne shipping, and ports of loading and unloading. *Topics:* Financial and operating statistics on water carriers, including number and kind of vessels, employment, fuel consumption, type of service; shipping and port activities; commodities loaded and unloaded; containerized commodities; ports of loading and unloading; number, kind, operating status and registry (flag) of vessels arriving at and leaving Canadian ports; foreign port of origin, or destination. *Storage Medium:* Some material held on microfiche, and some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division.

STC/INT-410

Exports and Imports

Description: Records related to exports and imports. *Topics:* Exports and imports by countries and commodities; export transactions; Canadian trade; flow of goods into and out of Canada; exports by province of origin; imports by country of origin; Harmonized System; Commodity Classifications; foreign trade; import and export price and volume indexes; volume of imports and exports; and seasonally adjusted import and export data on a balance-of-payments basis. *Storage Medium:* Some data held on microfilm and microfiche.

STC/INT-412

World Trade Database

Description: A matrix of international trade flows (exports and imports of goods) created from data reported by member countries to the United Nations Statistical Office and broken down by partner country and commodity/industry. The data are annual from 1970. *Topics:* Commodities according to SITC Revision 2, and the Canadian SIC; values only. *Storage Medium:* This is a public database available on-line through Statistics Canada's regular database, CANSIM. Users receive an access code to enter the database and are charged a fee.

STC/PRI-415

Retail Prices and Living Costs

Description: Records related to the measurement of consumer price changes and place-to-place price difference, including concepts and procedures. *Topics:* Consumer price indexes; average retail prices for selected commodities; inter-city price comparisons, foreign service post indexes and Canadian isolated post indexes; index methodology and concepts. *Storage Medium:* Some material held on microfiche.

STC/PRI-420

Industrial Prices

Description: Records related to the measurements of price movements in the production and distribution of commodities and services. *Topics:* Selling price indexes: manufacturers' selling price indexes; contractors' selling price indexes for a limited number of construction activities; electric utility selling price indexes; selected purchase price index: special purpose indexes for capital expenditures; machinery and equipment, by industry of purchase; raw materials price indexes, including data for imported as well as domestically produced goods, farm input price indexes; thermal coal price index. *Storage Medium:* Some material held on microfilm.

STC/SER-425

Service Industries

Description: Records related to financial and other operating data. *Topics:* Amusement and recreational industries: motion picture theatres, motion picture and video production, laboratories and distribution, golf clubs, marinas, skiing facilities, etc.; business services: employment agencies and personnel suppliers, computer services, engineering and scientific services, advertising agencies, etc.; personal and household services: funeral directors, laundries and dry cleaning services, self-service laundries and dry cleaners, barber and beauty shops, etc.; other miscellaneous services: industrial machinery and equipment rental, automobile and truck rental and leasing, janitorial services, ticket and travel agencies and tour operators; accommodation and food services: hotels, motels, campgrounds, restaurants, taverns and caterers, etc.

STC/SER-430

Communication — Radio, Television, Cablevision, Telecommunication

Description: Records related to licensed radio and television stations, including the CBC and other national and regional networks; cable television systems; telecommunication carriers; and all telephone systems operating in Canada. *Topics:* Financial statistics and other operating statistics; number of employees; salaries and wages; telephones in operation by type of service and type of exchange; cable television subscribers.

STC/IOF-435

Business Finance and Taxation

Description: Records related to financial and taxation data of all corporations and financial institutions operating in Canada. *Topics:* Corporate financial statistics — assets, liabilities, shareholder's equity, revenues, expenses, profits and retained earnings; corporate taxation statistics — provincial allocation of taxable income, income taxes payable, and reconciliation of profits to taxable income.

STC/IOF-440
Corporations and Labour Unions Returns Act (CALURA)
Description: Records related to financial data and ownership of corporations, and to financial statements and membership data of labour unions. *Topics:* Corporate statistics — country of control, assets, sales, profits and taxable income; directory of intercorporate ownership; labour unions — financial statistics, number of locals, members and collective agreements.

STC/AGR-445
Census of Agriculture
Description: Records related to recurring five-year and ten-year censuses of agriculture; records related to the linkage of the Census of Population with the Census of Agriculture. *Topics:* Numbers of farms; areas; tenure; crops; livestock; farm machinery; hired agricultural labour; off-farm work by operators; capital value and type of organization; entrants to and exiters from farming occupation; expenses and sales; operators' age, sex, marital status, mother tongue, occupation, industry, labour force activity, total income and income sources, level of schooling. *Special Access Note:* Census of Agriculture data are available in a variety of forms — printed volumes, graphic presentations, summary file on tape, diskette or paper and special tabulations. Most information is available from the Publications Sales and Services Section. User summary tapes and special requests are handled directly by the User Services Section of the Agriculture Division.

STC/AGR-450
Crops
Description: Records related to area measurements and seeding intentions; measurements of yield, production, stocks and value of production for most crops grown in Canada. *Topics:* Field crops; grain marketing; horticulture; per capita food disappearance. *Storage Medium:* Some material held on microfiche.

STC/AGR-455
Farm Income and Prices
Description: Information related to farm income, prices and farm finance. *Topics:* Net farm cash receipts; farm expenses; net farm income; government program payments paid to agricultural producers; inventory changes; farm prices and indexes; farm debt; value of farm capital; value per acre of farm land and buildings. *Storage Medium:* Information in this area is available in a variety of forms including printed volumes, photocopies of tabulations, diskettes, user summary tapes, and special tabulations. Most information is available from the Publications Sales and Services Section. Diskettes, user summary tapes and special requests are handled directly by the Farm Income and Prices Section.

STC/AGR-460
Livestock and Animal Products
Description: Records related to livestock and poultry inventories, production and per capita disappearance of meats and animal products; wool production; egg production; dairy statistics; stocks of food in cold storage. *Topics:* Inventories of classes of cattle, pigs, sheep and poultry; births; deaths; stocks in cold storage; dairy products; fur; eggs; livestock slaughter; wool. *Storage Medium:* Livestock and animal products data are available in printed publications, CANSIM, photocopies of tabulations and special tabulations prepared on request.

STC/AGR-461
Integrated Agriculture Survey System
Description: Records related to managing the development of a new processing system for the National Farm Survey and related vehicles, and co-ordinating the integration of data collection in Agriculture Division.

STC/AGR-462
Data Processing Co-ordination
Description: Records related to the co-ordination of data processing activities, the development of general systems and the overall support of data processing and electronic communications in Agriculture Division.

STC/AGR-463
National Farm Survey
Description: Records related to the conduct of the National Farm Survey, designed to produce estimates for crops, livestocks, expenses and other ad hoc enquiries at the provincial level.

STC/AGR-464
Farm Register
Description: Records related to the maintenance of the master mailing list for surveys in the Agriculture Division.

STC/SCT-465
Science Statistics
Description: Records relating to the nature, state and direction of science and technology in the public and private sectors. *Topics:* Science and technology in the federal government (by department and program); in Canadian industry (by selected industries); in private non-profit organizations; in certain provincial governments; and in universities.

STC/SCT-470
Capital Stock
Description: Records related to the value of fixed assets and their degree of utilization in the manufacturing sector. *Topics:* Series on capital stocks and depreciation in both current and constant dollars by industry and province; series on capacity utilization rates for manufacturing industry groups.

STC/SCT-475
Capital Expenditures
Description: Records related to capital and related expenditures on new construction and new purchased machinery and equipment repair work on structures and on machinery. *Topics:* Provincial capital and related expenditures by industry and a breakdown of private and public investment.

STC/SCT-480
Current Investment Indicators
Description: Records related to building permits and housing starts and completions, capital expenditures and fixed assets in housing. *Topics:* Number and value of building permits issued by municipalities; number of new dwelling units by type; value of residential, commercial, governmental and institutional building construction; housing starts and completions; housing stock; construction activity indicators.

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STC/INM-485

Informatics and Methodology Field Operations

Description: Records relating to the overall functions of the Field. *Topics:* Field policy; automation; security; equipment evaluation; equipment acquisition; software evaluation; software acquisition; methodology.

STC/ISD-490

Systems and Programs

Description: Sets of instructions to enable a computer to perform a given task. *Topics:* Application programs; application systems; utility programs; generalized programs; control programs; system software. *Retrievability:* Sequenced by system identification code.

STC/ISD-495

System Documentation

Description: General descriptions of the operations of programs and systems. *Topics:* System specifications; system flowcharts. *Retrievability:* Sequenced by system identification code.

STC/GCG-500

Geocartographics

Description: Correspondence, studies and reports related to various aspects of geocartographics. *Topics:* Geographic information systems; automated cartography; spatial information display system.

STC/CLS-505

EDP Training

Description: The EDP Training Section, in conjunction with the Departmental Training and Development Section, evaluates the requirements of the agency for EDP training, evaluates and develops courses and co-ordinates the teaching of courses. Records relate to all aspects of EDP training. *Topics:* Data processing; time-sharing; programming and systems analysis; software packages. *Special Access Note:* For information consult the Departmental Training and Development Section of Statistics Canada.

STC/CLS-510

Technical Evaluation

Description: Research into the feasibility and applicability of new EDP technology to the Agency's program plans, evaluations of the cost effectiveness of new EDP technology. *Topics:* COM (Computer Output to Microfilm); OCR (Optical Character Recognition); RJE (Remote Job Entry); telecommunications; data storage media; time-sharing; terminals; word processing; page printing; expert systems.

STC/CLS-515

EDP Standards and Procedures

Description: Records related to standards and procedures applicable to EDP functions. *Topics:* Planning; project development and control; EDP services; procurement of goods and services; hardware; software; security; standards; training; documentation; maintenance of programs and systems; data capture; software support; data storage; archiving of machine-readable material; general data administration.

STC/MCC-517

Computer Services

Description: Records related to information on computer hardware and software; operation of computer equipment and the administrative procedures used within the Main Computer Centre.

STC/GEO-520

Geography Division

Description: Records related to geographically referenced data; current census boundaries; and specifications for maps and bulletins. *Topics:* Municipal boundaries; street networks, names, address ranges; geographic concepts; geographical reference data; geostatistical areas — provinces, census divisions, counties, regional municipalities, regional districts, cities, towns, villages, townships, census tracts, census metropolitan areas, enumeration areas; postal codes; street indexes for large (50 000 +) urban areas; enumeration area maps; geostatistical area maps. *Storage Media:* Enumeration area maps held on microfilm for the 1971 and 1976 Census and on hard copy (paper) format for 1981 and 1986.

STC/SBS-523

Small Business Statistics

Description: Records related to small business. *Topics:* Operation results, financial ratios and changes in financial position for selected industries; average earnings by age and sex; the relationship between employment creation and the financial performance of firms; all of the above are described by province or territory, by firm size, and are undertaken annually.

STC/SBS-524

Special Surveys (New)

Description: Records related to special surveys. *Topics:* Business and trade statistics surveys, such as the diffusion of technology survey in the service sector.

STC/BUS-525

Business Profiles

Description: Records related to the maintenance of the Business Register and the structure of reporting units. *Topics:* Business Register specifications; profiles of establishments; up-to-date names and addresses of businesses; profiling procedures. *Storage Medium:* Some material held on microfiche.

STC/BUS-530

Taxation Data

Description: Records related to the accessing of statistical data from taxation records of incorporated and unincorporated businesses. *Storage Medium:* T1 and T2 documents are maintained on microfilm and photocopies, respectively; both are destroyed on completion of a tax cycle; all material is strictly confidential.

STC/STD-535

Standards

Description: Records related to classification standards and concepts. *Topics:* Standard geographical classification; social concepts directory; principal commodity groups; standard commodity classification; standard classification of services; international standard classifications; standard occupational classification; standard industrial classification; industrial company classification; Statistical Data Documentation System; Statistical Units; concordance between the International Standard Industrial Classification and the Canadian equivalent, as well as between the latter and the US classification.

STC/FCG-536

Information Collection Policy Administration

Description: Contains records of correspondence regarding the administration of Treasury Board policy on information collection, including policy interpretations made by Treasury Board Secretariat, correspondence with institutions regarding policy implementation and application, operational arrangements and other matters dealing with Statistics Canada's role in administration of the Treasury Board policy on information collection.

STC/FCG-537
Information Collection Review Files
Description: Contains records of contacts for review of federal government information collection plans, and requests for consultation on plans from non-government organizations. Records describe plans, review action taken, comments provided and recommendations for approval of collection plans.

STC/FCG-539
Federal Register of Collected Information
Description: The Federal Register of Collected Information is a central register of information collection activities being carried out by federal government institutions. Records describe the nature of information collected including the frequency, the topic areas covered, the sponsor and the availability of information from the collection.

STC/SVM-540
Methodology
Description: The records relate to methodological issues and research on survey design, estimation techniques and methods in analysis of data from complex surveys. *Topics:* Planning; work plans; work programs; editing; imputation; faulty and missing data; quality control; record linkage; sample design; estimation procedures; methods of analysis with data from complex surveys and other survey methods research. *Storage Medium:* Some material held on microfiche.

STC/BSM-545
Business Survey Methods Division
Description: The records relate to survey design and methodology issues and problems relating to business surveys. *Topics:* Planning surveys; survey concepts and definitions; survey and sample design; quality assurance; quality control; sampling frames; data linkage techniques; estimation procedures; data edit and imputation; outlier detection and correction; confidentiality; data quality (sampling and non-sampling errors); methods for the analysis of survey data; evaluation of surveys.

STC/SAD-550
Administrative Data
Description: Records relate to the administrative data development studies conducted by the division. *Topics:* Social data; sub-provincial data; labour force; migration; income.

STC/SAD-555
Small Area Data
Description: The Small Area Database contains socio-economic and demographic data for sub-provincial geographic areas. These data come from sources within, and external to, Statistics Canada.

STC/TSR-560
Time Series
Description: The records relate to fundamental research on seasonality and time-series analysis. *Topics:* Time series; short series; Box-Jenkins (ARIMA) forecasting models; tests; indirect adjustment; seasonality; interpolation; benchmarks; polynomial seasonal adjustment methods; filters; X-11-ARIMA.

STC/COM-565
Communications and Operations Field Operations
Description: General operations relating to the overall functions of the field.

STC/CMN-570
Communications
Description: Records related to communications with federal, provincial and municipal governments and agencies, with Parliament, business, labour, academics, institutions, media and the general public; to the production of various reference products including the *Canada Year Book*, *Canada: A Portrait* and the *Statistics Canada Daily*.

STC/PUB-575
Publications
Description: Records related to the production, sales and marketing of Statistics Canada's publications.

STC/COD-580
CANSIM
Description: Records related to the maintenance, updating, marketing and utilization of the CANSIM databases; to the development of new data content, and new data storage, retrieval and delivery facilities; to the development of meta data systems; and to the *Canadian Statistical Review*.

STC/REP-590
Regionalization Planning
Description: Records related to the planning and implementation of regionalization programs.

STC/HOP-595
Operations
Description: Records related to the development and ongoing work of the Operations Sub-division including the statistical production operations of classification, coding, editing and other related functions.

STC/OPA-600
Operations Automation
Description: Records related to the use of technology to improve the operational performance of Statistics Canada.

STC/SOP-602
Survey Operations
Description: Records related to data collection and associated activities for population and agriculture censuses, household surveys and business surveys.

STC/UAS-603
User Services
Description: Records of the number and nature of inquiries; records of sales, in regional offices, of Statistics Canada's products and services; records related to the co-ordination of regional marketing activities and of promotional programs for Statistics Canada's products and services.

STC/MAN-605
Management Services Field Operations
Description: Records relate to the overall functions of the field.

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STC/CAD-610
Corporate Assignments
Description: Records related to the operations of the Division, including assignment proposals, employee applications and assignment agreements.

STC/DAC-615
Data Access
Description: Records relate to requests received under the *Access to Information Act* and the *Privacy Act;* agreements with other federal government departments, provincial governments, municipalities or other corporations for the joint collection or sharing of data, orders prescribing forms, the discretionary disclosure of information pursuant to the *Statistics Act*, and the administration within Statistics Canada of the Information Collection Policy, the Informing Survey Respondents Policy, the Policy on Record Linkage, the Microdata Release Policy, and the Policy on the Protection of Sensitive Statistical Information.

STC/CPM-620
Corporate Planning
Description: Records related to the development and improvement of the departmental planning system; the co-ordination of the development and assessment of corporate planning objectives and priorities; the formulation of alternative strategies for obtaining these objectives; the devising of plans of action reflecting such intentions in the medium- and longer-term.

STC/CPM-625
Management Systems
Description: Records related to the development and co-ordination with other functional areas within the Department, systems for management to facilitate accountability, improve planning, provide information needed for decision-making and to permit quality assessments and objective reporting on the status of large-scale organizational projects and service improvements.

STC/FPS-630
Financial Policies and Systems
Description: Records related to the development, design, implementation and review of departmental policies, systems and procedures.

STC/FIN-635
Financial Operations
Description: Records relate to expenditure and revenue transactions, the financial management information system, recoverable projects accounting, contract administration and general accounting services.

STC/OPP-640
Operational Planning and Programming
Description: Records related to the management of the departmental operational planning system and the preparation of a multi-year operational plan and current-year work planning processes and associated budgets.

STC/PRG-645
Program Review (New)
Description: Records related to the evaluation of the efficiency and effectiveness of programs and plans.

STC/MAN-902
Acts and Legislation
Description: See Standard Classes of Records.

STC/REL-904
Co-operation and Liaison
Description: See Standard Classes of Records.

STC/HOP-905
Buildings and Properties
Description: See Standard Classes of Records.

STC/HOP-906
Buildings
Description: See Standard Classes of Records.

STC/HOP-907
Lands
Description: See Standard Classes of Records.

STC/HOP-908
Utilities
Description: See Standard Classes of Records.

STC/HOP-909
Equipment and Supplies
Description: See Standard Classes of Records.

STC/HOP-910
Furniture and Furnishings
Description: See Standard Classes of Records.

STC/HOP-911
Office Appliances
Description: See Standard Classes of Records.

STC/HOP-912
Procurement
Description: See Standard Classes of Records.

STC/HOP-913
Vehicles
Description: See Standard Classes of Records.

STC/FIN-914
Finance
Description: See Standard Classes of Records.

STC/FIN-915
Accounts and Accounting
Description: See Standard Classes of Records.

STC/FIN-916
Audits
Description: See Standard Classes of Records.

STC/OPP-917
Budgets
Description: See Standard Classes of Records.

STC/PER-918
Personnel
Description: See Standard Classes of Records.

STC/PER-919
Classification of Positions
Description: See Standard Classes of Records.

STC/PER-920
Employment and Staffing
Description: See Standard Classes of Records.

STC/PER-921
Human Resources
Description: See Standard Classes of Records.

STC/PER-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records

STC/PER-923
Official Languages
Description: See Standard Classes of Records.

STC/PER-924
Pensions and Insurance
Description: See Standard Classes of Records.

STC/PER-925
Salaries and Wages
Description: See Standard Classes of Records.

STC/PER-926
Staff Relations
Description: See Standard Classes of Records.

STC/PER-927
Training and Development
Description: See Standard Classes of Records.

Deleted Classes of Records

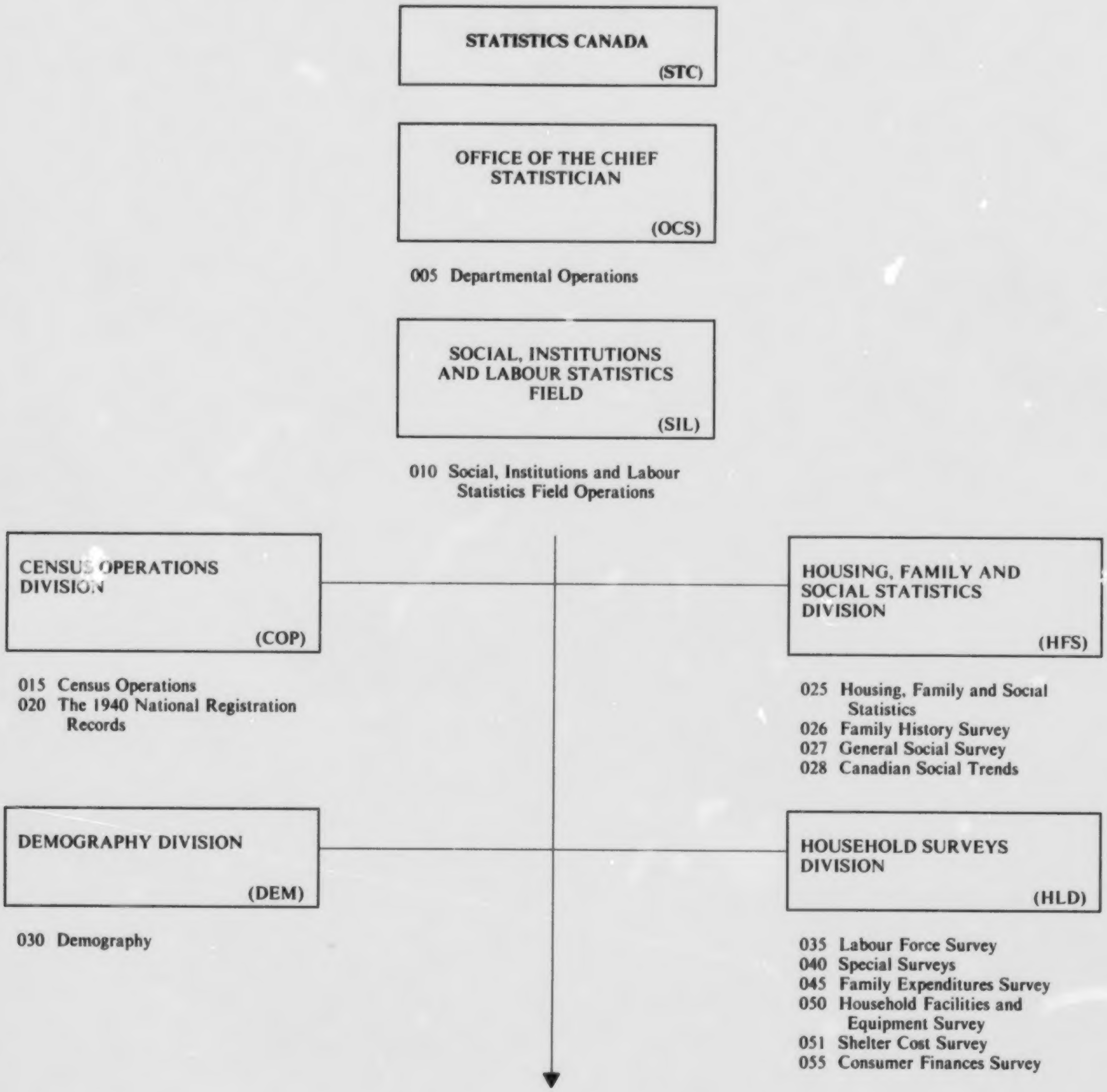
The following class of records has been incorporated into STC/SES-285:

STC/DIA-300	Distributional Analysis

The following classes of records have been incorporated into STC/ENV-296:

STC/STA-290	Models
STC/STA-295	Socio-economic Data

STATISTICS CANADA


STATISTICS CANADA
(STC)
OFFICE OF THE CHIEF STATISTICIAN
(OCS)
SOCIAL, INSTITUTIONS AND LABOUR STATISTICS FIELD
(SIL)
CENSUS OPERATIONS DIVISION
(COP)
HOUSING, FAMILY AND SOCIAL STATISTICS DIVISION
(HFS)
DEMOGRAPHY DIVISION
(DEM)
HOUSEHOLD SURVEYS DIVISION
(HLD)

005 Departmental Operations

010 Social, Institutions and Labour Statistics Field Operations

015 Census Operations
020 The 1940 National Registration Records

025 Housing, Family and Social Statistics
026 Family History Survey
027 General Social Survey
028 Canadian Social Trends

030 Demography

035 Labour Force Survey
040 Special Surveys
045 Family Expenditures Survey
050 Household Facilities and Equipment Survey
051 Shelter Cost Survey
055 Consumer Finances Survey

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LABOUR AND HOUSEHOLD SURVEYS ANALYSIS DIVISION (LHS)

060 Labour and Household Surveys Analysis

LABOUR DIVISION (LAB)

065 Pensions
070 Unemployment Insurance
075 Employment and Earnings
076 Help-Wanted Index
077 Work Injuries Statistics
078 Labour Income

HEALTH DIVISION (HLT)

080 Health Care
085 Operation of Health Institutions
090 Health Human Resources
095 Vital Statistics and Disease Registries
100 Social Security Program
105 Nosology Reference Centre
110 Disability Database
115 Health Research and Analysis
120 Health Statistics Development

CANADIAN CENTRE FOR JUSTICE STATISTICS (CCJ)

125 Corrections
130 Criminal Courts
135 Homicide
140 Uniform Crime Reporting
145 Family Courts
150 Administrative Tribunals
155 Youth Justice Services
160 Legal Aid
162 Police Administration

EDUCATION, CULTURE AND TOURISM DIVISION (ECT)

165 Elementary and Secondary Education
170 Postsecondary Education
175 Education Finance
180 Projections and Analysis
185 Cultural Institutions
190 Cultural Industries
195 Cultural Activities
200 Travel, Tourism and Recreation
205 Government Expenditures on Culture
250 International Travel

PUBLIC INSTITUTIONS DIVISION (PUI)

210 Local Government
215 Provincial Government
220 Federal Government

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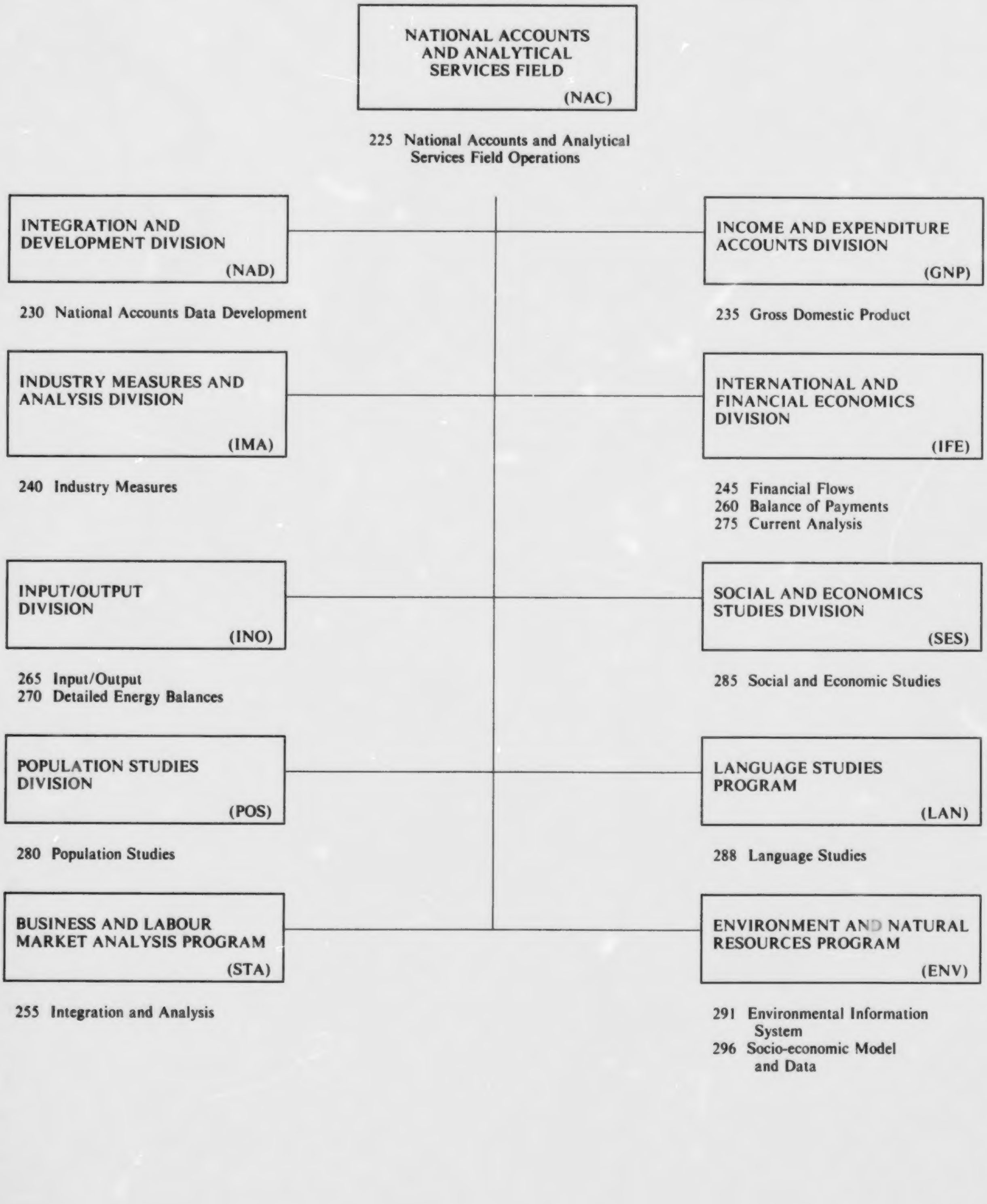

NATIONAL ACCOUNTS AND ANALYTICAL SERVICES FIELD (NAC)

225 National Accounts and Analytical Services Field Operations

INTEGRATION AND DEVELOPMENT DIVISION (NAD)

230 National Accounts Data Development

INCOME AND EXPENDITURE ACCOUNTS DIVISION (GNP)

235 Gross Domestic Product

INDUSTRY MEASURES AND ANALYSIS DIVISION (IMA)

240 Industry Measures

INTERNATIONAL AND FINANCIAL ECONOMICS DIVISION (IFE)

245 Financial Flows
260 Balance of Payments
275 Current Analysis

INPUT/OUTPUT DIVISION (INO)

265 Input/Output
270 Detailed Energy Balances

SOCIAL AND ECONOMICS STUDIES DIVISION (SES)

285 Social and Economic Studies

POPULATION STUDIES DIVISION (POS)

280 Population Studies

LANGUAGE STUDIES PROGRAM (LAN)

288 Language Studies

BUSINESS AND LABOUR MARKET ANALYSIS PROGRAM (STA)

255 Integration and Analysis

ENVIRONMENT AND NATURAL RESOURCES PROGRAM (ENV)

291 Environmental Information System
296 Socio-economic Model and Data

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(BTS)

305 Business and Trade Statistics Field Operations

INDUSTRY DIVISION
(IND)

310 Manufacturing — General
315 Energy
320 Foods, Beverages and Tobacco
325 Leather
330 Textiles and Apparel
335 Plastics, Chemicals and Rubber
340 Miscellaneous Manufacturing Products
345 Machinery and Transportation Equipment
350 Electrical Equipment
355 Wood and Furniture Products
360 Paper Products and Printing
365 Metals
370 Construction Industry
375 Retail Trade
380 Wholesale Trade
385 Logging (Census of Forestry)

INDUSTRIAL ORGANIZATION AND FINANCE DIVISION
(IOF)

435 Business Finance and Taxation
440 Corporations and Labour Unions Returns Act (CALURA)

SCIENCE, TECHNOLOGY AND CAPITAL STOCK DIVISION
(SCT)

465 Science Statistics
470 Capital Stock
475 Capital Expenditures
480 Current Investment Indicators

TRANSPORTATION DIVISION
(TRA)

390 Rail Transport
395 Air Transport
400 Road Transport
405 Water Transport

INTERNATIONAL TRADE DIVISION
(INT)

410 Exports and Imports
412 World Trade Database

PRICES DIVISION
(PRI)

415 Retail Prices and Living Costs
420 Industrial Prices

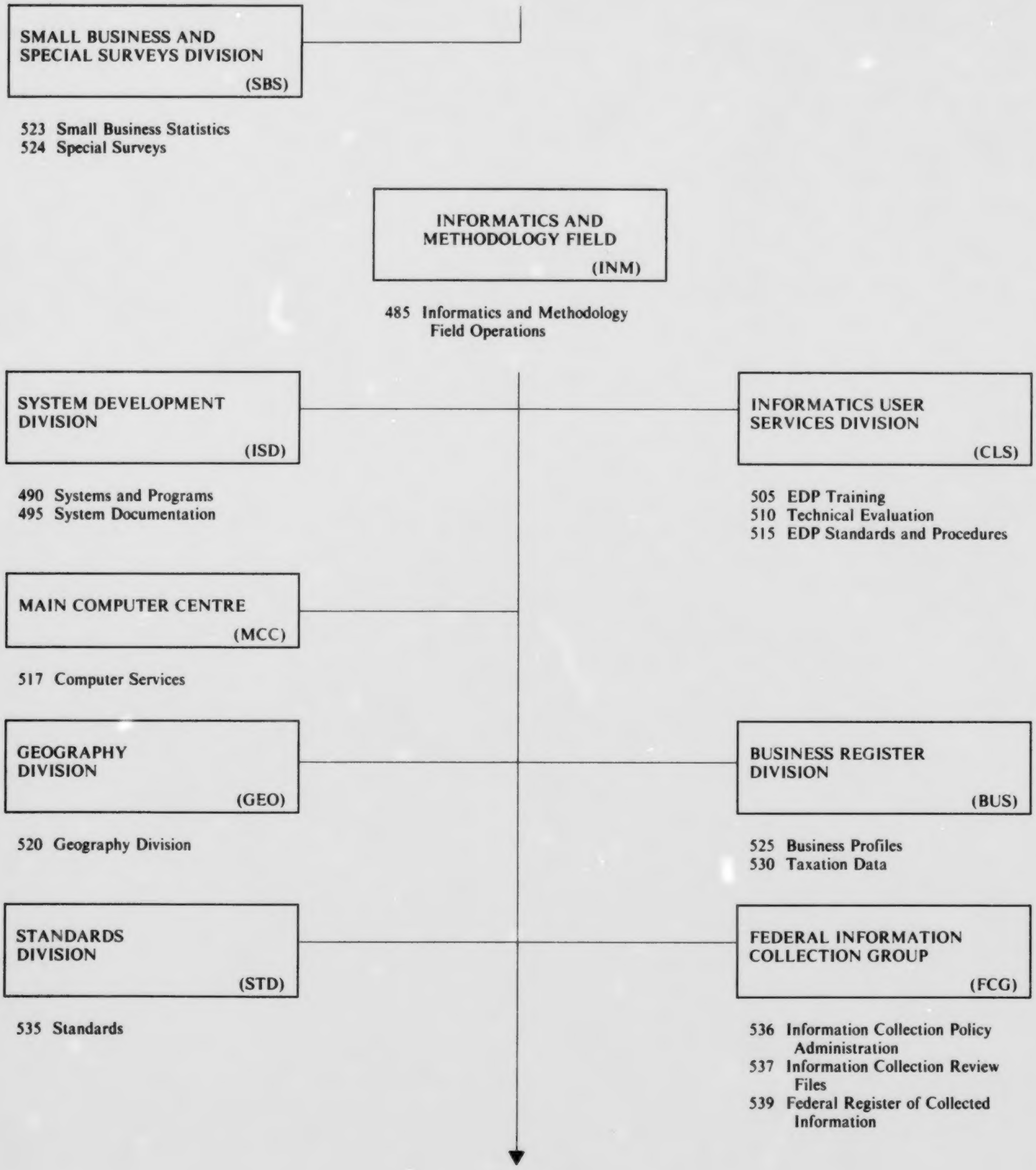
SERVICES DIVISION
(SER)

425 Service Industries
430 Communication — Radio, Television, Cablevision, Telecommunication

AGRICULTURE DIVISION
(AGR)

445 Census of Agriculture
450 Crops
455 Farm Income and Prices
460 Livestock and Animal Products
461 Integrated Agriculture Survey System
462 Data Processing Co-ordination
463 National Farm Survey
464 Farm Register

STATISTICS CANADA



SMALL BUSINESS AND SPECIAL SURVEYS DIVISION (SBS)

523 Small Business Statistics
524 Special Surveys

INFORMATICS AND METHODOLOGY FIELD (INM)

485 Informatics and Methodology Field Operations

SYSTEM DEVELOPMENT DIVISION (ISD)

490 Systems and Programs
495 System Documentation

INFORMATICS USER SERVICES DIVISION (CLS)

505 EDP Training
510 Technical Evaluation
515 EDP Standards and Procedures

MAIN COMPUTER CENTRE (MCC)

517 Computer Services

GEOGRAPHY DIVISION (GEO)

520 Geography Division

BUSINESS REGISTER DIVISION (BUS)

525 Business Profiles
530 Taxation Data

STANDARDS DIVISION (STD)

535 Standards

FEDERAL INFORMATION COLLECTION GROUP (FCG)

536 Information Collection Policy Administration
537 Information Collection Review Files
539 Federal Register of Collected Information

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500 Geocartographics

SOCIAL SURVEY METHODS DIVISION (SVM)

540 Methodology

BUSINESS SURVEY METHODS DIVISION (BSM)

545 Business Survey Methods Division

SMALL AREA AND ADMINISTRATIVE DATA DIVISION (SAD)

550 Administrative Data
555 Small Area Data

TIME SERIES RESEARCH AND ANALYSIS DIVISION (TSR)

560 Time Series

COMMUNICATIONS AND OPERATIONS FIELD (COM)

565 Communications and Operations Field Operations

COMMUNICATIONS DIVISION (CMN)

570 Communications

PUBLICATIONS DIVISION (PUB)

575 Publications

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HEADQUARTERS OPERATIONS DIVISION (HOP)

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905 Buildings and Properties
906 Buildings
907 Lands
908 Utilities
909 Equipment and Supplies
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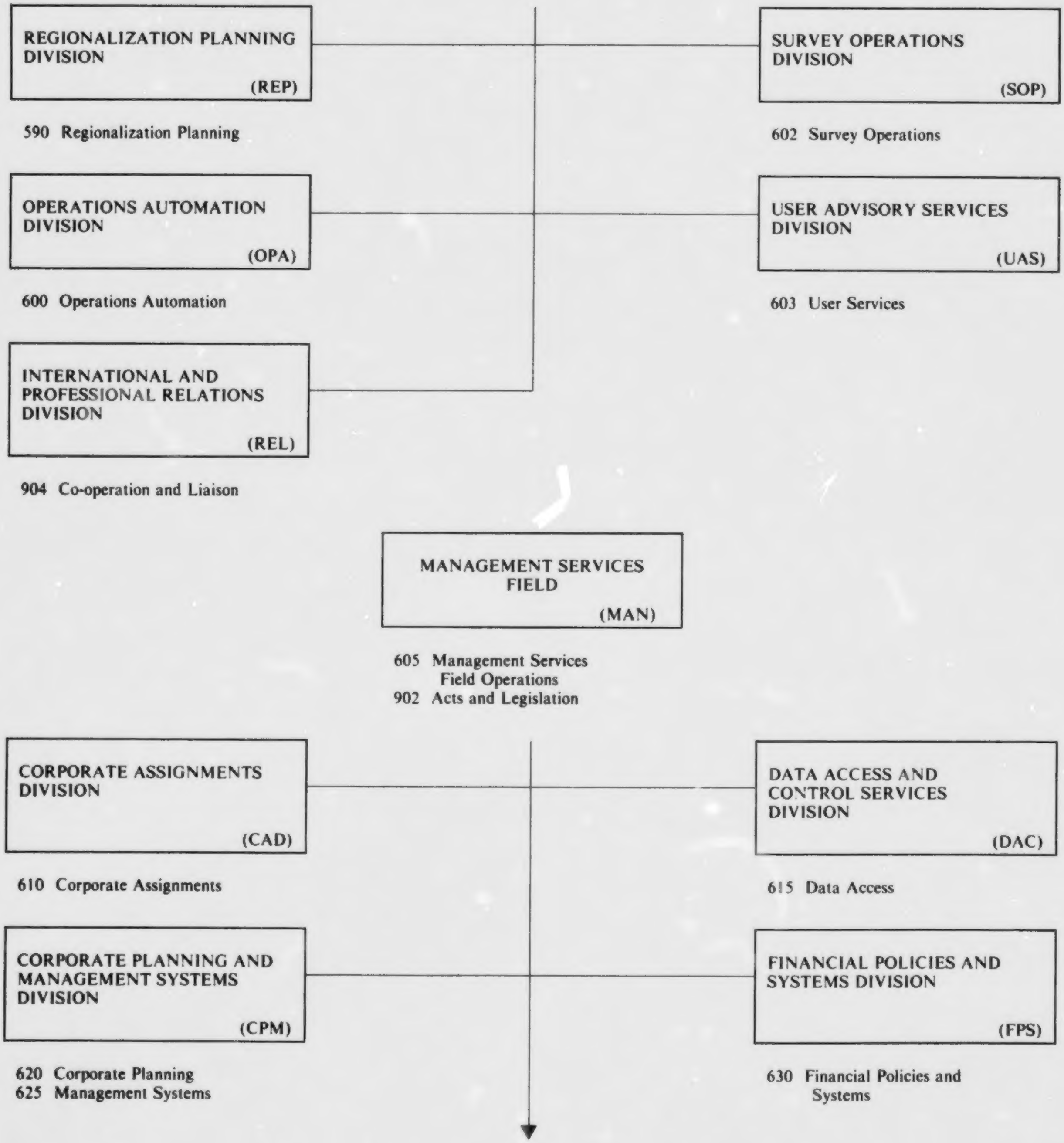
911 Office Appliances
912 Procurement
913 Vehicles

STATISTICS CANADA



REGIONALIZATION PLANNING DIVISION (REP)

590 Regionalization Planning

SURVEY OPERATIONS DIVISION (SOP)

602 Survey Operations

OPERATIONS AUTOMATION DIVISION (OPA)

600 Operations Automation

USER ADVISORY SERVICES DIVISION (UAS)

603 User Services

INTERNATIONAL AND PROFESSIONAL RELATIONS DIVISION (REL)

904 Co-operation and Liaison

MANAGEMENT SERVICES FIELD (MAN)

605 Management Services Field Operations
902 Acts and Legislation

CORPORATE ASSIGNMENTS DIVISION (CAD)

610 Corporate Assignments

DATA ACCESS AND CONTROL SERVICES DIVISION (DAC)

615 Data Access

CORPORATE PLANNING AND MANAGEMENT SYSTEMS DIVISION (CPM)

620 Corporate Planning
625 Management Systems

FINANCIAL POLICIES AND SYSTEMS DIVISION (FPS)

630 Financial Policies and Systems

STATISTICS CANADA

FINANCIAL OPERATIONS DIVISION

(FIN)

635 Financial Operations
914 Finance
915 Accounts and Accounting
916 Audits

OPERATIONAL PLANNING AND PROGRAMMING DIVISION

(OPP)

640 Operational Planning and Programming
917 Budgets

PERSONNEL BRANCH

(PER)

918 Personnel
919 Classification of Positions
920 Employment and Staffing
921 Human Resources
922 Occupational Health, Safety and Welfare
923 Official Languages
924 Pensions and Insurance
925 Salaries and Wages
926 Staff Relations
927 Training and Development

PROGRAM EVALUATION DIVISION

(PRG)

645 Program Review

ACCESS TO INFORMATION
AND PRIVACY CO-ORDINATOR
STATISTICS CANADA
26th FLOOR, R.H. COATS BUILDING
TUNNEY'S PASTURE
OTTAWA, ONTARIO
K1A 0T6

Chapter 104

STATUS OF WOMEN CANADA

A. GENERAL INFORMATION

Historical Background

In 1971, the federal government created the Office of the Co-ordinator, Status of Women within the Privy Council Office. In 1976, the Office of the Co-ordinator, Status of Women was removed from the Privy Council Office. It was named a department under Order-in-Council P.C. 1976-779 and became known as Status of Women Canada.

Responsibilities

Status of Women Canada ensures that the federal government carries out its commitment to equality between women and men and to women's equality in all spheres of Canadian life.

Organizational Units and their Role

Policy Analysis and Development Directorate

This function involves the systematic analysis of the impact of existing or proposed government programs, policies and legislation with regard to their impact on women. Policy analysis and development is carried out at the federal level, as well as in co-operation with provincial and territorial governments and international bodies.

Intergovernmental and Non-governmental Relations Directorate

This function consists of ongoing consultations with women's groups, academics and other groups and individuals at all levels interested in women's affairs in Canada and abroad. It is aimed at informing the Minister of the current environment and assisting these groups and individuals in their contacts with the federal government. Status of Women Canada also represents Canada on the United Nations Commission on the Status of Women and the Organization for Economic Co-operation and Development's Working Party on the Role of Women in the Economy.

Communications Directorate

This function informs women's groups and the general public of federal priorities and programs relating to the status of women. It undertakes the preparation of speeches, correspondence, and media briefings. It also carries out media and correspondence analysis, responds to queries from the public, issues publications and organizes special events.

Finance, Personnel and Administration Directorate

This directorate is responsible for the provision of corporate services in the areas of human, material and financial resource management for the Agency and the Office of the Minister Responsible for the Status of Women.

Additional Information

Requests for further information about Status of Women Canada and its functions may be directed to:

Communications Directorate
Status of Women Canada
Room 1005, 151 Sparks Street
Ottawa, Ontario
K1A 1C3
(613) 995-4008

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Status of Women Canada
Room 1005, La Promenade Building
151 Sparks Street
Ottawa, Ontario
K1A 1C3
(613) 995-4008

Reading Room

In accordance with section 71 of the *Access to Information Act*, the documentation centre has been designated as a reading room where members of the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: 151 Sparks Street, Room 1005, Ottawa, Ontario.

Classes of Records

OSW/OSW-005

Committees

Description: Contains material relating to the establishment of or participation in committees and working groups; interdepartmental and intergovernmental committees. *Topics:* Year of the Child; sexual harassment; child care; family violence; human rights; victims of crime; Year of the Disabled, 1981; women and aging; family benefits; reproductive health; education; counselling; aboriginal women and economic development.

STATUS OF WOMEN CANADA

OSW/OSW-010
Conferences
Description: Contains material on functions; agendas; minutes; reports and participation in conferences by Status of Women Canada. *Topics:* Human Rights; Federal/Provincial meetings of ministers responsible for the status of women; Constitutional Conference; Immigrant Women's Conference.

OSW/OSW-015
Status of Women — General
Description: Contains material relating to the establishment of Status of Women, its functions, policies and procedures.

OSW/OSW-020
National, Provincial, International and Non-governmental Organizations
Description: Contains material relating to activities of national, provincial and international interest as it pertains to women's issues.

OSW/OSW-025
Federal Agencies
Description: Contains material on co-operation and liaison activities with federal government agencies, boards, commissions, corporations and councils. *Topics:* Monitors program activities relating to women's issues; appointments of women; funding priorities.

OSW/OSW-030
Federal Government Departments
Description: Correspondence between departments to ensure program objectives which promote women are met. *Topics:* Employment programs; employment services; maternity benefits; affirmative action; child care; family violence; health promotion; Canada Assistance Plan; female offenders.

OSW/OSW-035
Federal/Provincial Relations
Description: Contains material relating to co-operation and liaison activities with federal and provincial departments and responsibility centres with respect to their various programs to promote equality between women and men.

OSW/OSW-040
Foreign Countries
Description: Contains information on co-operation and liaison with foreign countries concerning the advancement and equality of women throughout the world.

OSW/OSW-045
International Organizations
Description: Contains information on the advancement of women throughout the world and material on related programs to promote equality of women including UN, OECD, Commonwealth. *Topics:* UN Conventions and Declarations; International Conferences; UN Human Rights; world Program of Action; Employment of Women in Agencies; World Assembly on Aging; 1980 Conference on Decade for Women (Copenhagen); 1985 Conference on Women (Nairobi).

OSW/OSW-050
Acts and Legislation
Description: Contains information on legislative measures to amend or revise individual acts. *Topics: Charter of Rights and Freedoms; Unemployment Insurance Act;* various pension acts; *Criminal Code; Canadian Human Rights Act; Divorce Act; Indian Act; Child Care Act.*

OSW/OSW-055
Women and the Family, Children and Day Care
Description: Contains material of a general nature concerning women in the family; women as single parents; family violence; also includes information on child care and rights of children.

OSW/OSW-060
Women in Public Life
Description: Contains material on women in public life; women in research; women in the economy; women in arts and culture; women in politics; and women in professions. *Topics:* Alcoholism; senior women; occupational health and safety; access to banking and credit; women business owners or entrepreneurs; women in the labour force; pay equity; sexual harassment; technological change; and pensions.

STATUS OF WOMEN CANADA

STATUS OF WOMEN CANADA
(OSW)

005 Committees
010 Conferences
015 Status of Women — General
020 National, Provincial, International and Non-governmental Organizations
025 Federal Agencies
030 Federal Government Departments
035 Federal/Provincial Relations
040 Foreign Countries
045 International Organizations
050 Acts and Legislation
055 Women and the Family, Children and Day Care
060 Women in Public Life

ACCESS TO INFORMATION
CO-ORDINATOR
STATUS OF WOMEN CANADA
ROOM 1005, LA PROMENADE BUILDING
151 SPARKS STREET
OTTAWA, ONTARIO
K1A 1C3

Chapter 105

SUPPLY AND SERVICES CANADA

A. GENERAL INFORMATION

Historical Background

The Department of Supply and Services (DSS) was created on April 1, 1969 by the *Government Organization Act*.

Responsibilities

The Department is responsible for providing Receiver General programs in the areas of payment and banking services, as well as maintenance of the central government fiscal accounts and associated reports. It provides certain services in the area of compensation and personnel, and common services, on a revenue dependent basis, for the supply of goods and certain services required by departments and agencies and for the disposal of Crown-owned materiel. These activities are designed to enhance government effectiveness and economy, taking into account the contribution of these activities to the support of national objectives.

Legislation

- Defence Production Act, R.S.C. 1970, chapter D-2, as amended
- Department of Supply and Services Act, R.S.C. 1970, chapter S-18
- Public Service Superannuation Act, R.S.C. 1970, chapter P-36 as amended
- Royal Canadian Mint Act, R.S.C. 1970, chapter R-8
- Surplus Crown Assets Act, R.S.C. 1970, chapter S-20
- Trading with the Enemy (Transitional Powers) Act, R.S.C. 1947, chapter 24, as amended

Organizational Units and their Role

SUPPLY OPERATIONS SECTOR

The Supply Operations Sector is responsible for providing common services to other government departments and agencies. These services include requirements definition; acquisitions of goods and services; printing, publishing, film and video services, exhibitions and displays; traffic management services; and advertising management.

Within the acquisitions service, it is the Sector's responsibility to procure complex technical engineering and science products and services, as well as those that are of a commercial nature. The Sector is also responsible for contracting out research and development requirements, co-ordinating the unsolicited proposals, and public awareness programs.

The Sector is composed of the Supply Management Branch, five directorates and the Washington and European Regions, each with specific responsibilities. The Supply Management Branch has the responsibility of undertaking a variety of studies on behalf of the assistant deputy minister and the directorates as well as providing a support function in its capacity as a staff group. In addition, the Supply Management Branch is responsible for the management of services for Crown assets distribution and stocked item supply. The directorates are structured to more closely parallel the operational and engineering organization of the Department's customers. They provide acquisitions services and focus on total life-cycle management for a specified group of commodities. The five directorates are the following:

Aerospace, Marine and Electronics Systems Directorate

This directorate is responsible for providing electronics systems, aircraft, logistics, aerospace products support, marine inspection and technical services, armoured vehicles, marine and armament systems, as well as providing support within the commodity group. It also oversees the operation of a number of major Crown projects, such as: Canadian Patrol Frigate (CPF); Canadian Airspace Systems Plan (CASP); Tribal Class Update and Modernization Project (TRUMP); Drone Systems Project (DSP); Low Level Air Defence (LLAD); Polar 8 Icebreaker Project; Infra-Red Search and Target Designation System (IRSTD); Recovery, Assist, Secure and Traverse Project (RAST); Small Arms Replacement Project (SARP); CF-18 Project; New Shipborne Aircraft Project (NSA); Tactical Command, Control and Communication Systems (TCCCS); North Warning System Project (NWS); Canadian Towed Array Sonar Systems (CANTASS); the Anti-Armour and Light Armoured Vehicles (AALAV); the Naval Reserve Mine Countermeasures Project; and the Mid-Life Modernization of the CCGS "Louis St.Laurent".

Industrial and Commercial Products Directorate

This directorate is composed of one support and four product branches. Each product branch is responsible for the supply management of a grouping of similar products and services. The **Consumer Products and Traffic Management Branch** is responsible for traffic services; personnel travel and removal services; food; drugs; and clothing and textile products. The **Scientific, Electrical Mechanical and Construction Products Branch** is responsible for scientific instruments and laboratory supplies; photographic equipment; construction equipment and tools; and commercially oriented electrical and mechanical products. The **Transportation and Energy Products Branch** is responsible for land transportation goods (standard and special vehicles); fuels; oils; coal; petroleum lubricants and industrial lubricants. The **Military Operational and Support Trucks Branch** oversees the following ajor Crown projects: the Heavy Logistics Vehicle Wheeled (HLVW) Project; and the Light Support Vehicle Project.

The **Industrial and Commercial Products Support Branch** is responsible for the provision of all support services, including operations planning, performance assessment and evaluation, special projects and information systems. It is also responsible for the provision of financial services in support of procurement, including cost analysis and vendor financial viability studies; the provision of administrative services, including personnel, mail and general administration; and the provision of contract quality control services.

SUPPLY AND SERVICES CANADA

Office Automation Services and Information Systems (OASIS) Directorate

The Directorate is the procurement centre of Supply and Services Canada for all electronic data processing (EDP) systems, EDP professional services, office equipment, office furniture and supplies. OASIS also buys a wide range of EDP, micrographic and word processing services on behalf of federal government departments and agencies. The organization oversees the operations of two branches and three major Crown projects: the Procurement Operations Branch; the Operations Support Branch; the Intelligence and Security Complex (ISX) Crown Project, which is part of the Department of National Defence; the Canadian On-Line Secure Information and Communication Systems (COSICS) Crown Project, which is part of the Department of External Affairs; and the Canadian Forces Supply System Project (CFSS), which is part of the Department of National Defence.

Science and Professional Services Directorate

This directorate has four branches:

The **Science Branch** provides a focal point for contracts in the areas of natural and human sciences. It is responsible for the following services: mission-oriented research and development; feasibility studies in natural science; ongoing and new sciences and technologies; scientific data collection; scientific testing and standardization; human and social sciences; urban, regional and transportation studies.

The **Professional Services Branch** contracts for many diverse services: consulting services, office temporary help, aerial surveying, air charter, aerial spraying, forest fire-fighting, security services; writing, editing, audio visual and language training services.

The **Science Programs Branch** (**SPB**) is responsible for the management of the Unsolicited Proposals Program (UPP), which reviews and evaluates technological proposals submitted from the private sector; the Science Culture Canada Program, which provides funding assistance through contribution agreements to individuals and organizations for projects aimed at increasing public awareness of science and technology; the *R&D Bulletin*, a monthly publication used to promote science and technology, and the National Supplier Information System (NASIS), which is used to select companies for contract work.

The **Canadian General Standards Board**, by means of a voluntary consensus process, provides standards and certification-listing programs covering various products, services and systems, to all levels of government and the private sector.

Communications Services Directorate

The Communications Services Directorate has five branches:

The **Management and Engineering Services Branch** provides a wide variety of services to all elements of the Communications Services Directorate. Some of the services include policy development, advisory, technical, engineering and financial services, plant layouts, and the acquisition, maintenance and repair of equipment. The Branch also performs technical studies to improve the productivity, efficiency and cost effectiveness of operations, prepares specifications and conducts a quality assurance program for printing.

Canadian Government Printing Services provides a wide range of graphic arts services to Parliament, government departments and agencies, either by procurement from commercial suppliers or by its own manufacturing facilities located throughout the National Capital Region. In addition to the traditional printing process and its related activities, printing services also include electronic printing and a typesetting interface service for work originating from a range of image and text preparation equipment.

The **Canadian Government Publishing Centre** co-ordinates the publishing activities of departments and agencies of the Government of Canada, with the objective of effectively and efficiently maximizing public awareness of government policies, programs and services. These activities include managing the associated bookstores program which enables Canadians to purchase federal government publications through commercial and university bookstores across Canada. It is equally responsible for the Depository Services Program whereby these publications may be consulted in over 900 public and university libraries throughout the country. The Centre's activities also include a telephone referral service called Reference Canada which enables Canadians nationwide to call the federal government and obtain information on government services and programs. It is also responsible for two official publications of the Government of Canada: the *Canada Gazette*, which is the official medium used to inform the general public of all legally binding government decisions, and *Government Business Opportunities*, a new weekly which is the only source of information on thousands of federal procurement opportunities affected by the Canada-U.S. Free Trade Agreement and the General Agreement on Tariffs and Trade.

The **Communications Professional Services Branch** manages contracts for the provision of advertising services on behalf of federal departments. Its activities include contracting for advertising agency services and for the purchase of media space and time through the Agency of Record; performing central auditing, account payment and billing services; and maintaining an advertising management information system. The Branch is responsible for contracting for public relations, public opinion research, and related communications services. The Branch also provides customized services for client departments' communications programs. These services include communications planning and strategy, tracking and analysis of public opinion, creative services and guidance in the development of client communications strategies.

The **Canadian Government Expositions and Audio Visual Centre** provides federal departments and agencies with a full range of exhibits, film, video and photographic services to support their communications objectives. These services include research and design; project management for exhibits; film and video products fabrication and refurbishment of exhibits and displays; and signage services in accordance with the Federal Identity Program (FIP) guidelines. These services are provided by in-house facilities as well as purchased from the private sector, both at home and abroad. The Centre also provides departments with consulting, programming, production and administrative services in the audio-visual arts.

Washington Region

The office of the Washington Region is located at the Canadian Embassy on Pennsylvania Avenue in Washington, D.C. It provides acquisition management and complete administrative services to the departments of the Canadian and U.S. governments, and facilitates liaison between them. The Region also provides these services to the Canadian Commercial Corporation, provincial governments and federal agencies. The majority of the Region's acquisition business volume is generated by the procurement of defence-related products and services from the U.S. Department of Defense, under its Foreign Military Sales program, and the administration of resulting contracts. The Washington Region is the only accredited Canadian procurement office to the United States Armed Services and, as such, negotiates to obtain the most advantageous terms and conditions for the acquisitions. The Region also assists and represents the Canadian

Commercial Corporation in the promotion of business opportunities for Canadian industry. Working closely with the economic section at the Canadian Embassy, the Region contributes to the enhancement of trade opportunities with the U.S.A.

European Region

The European Region, with headquarters in London, England, is responsible for serving the needs of customer departments located in Canada, as well as federal agencies overseas. The London office, located in the Canadian High Commission, is responsible for procurement, mainly of specialized unique items, from all countries of Europe other than those noted below. This office also provides a field contract administration service for major contracts placed directly from Canada, and a security clearance facility for Canadian Government and industrial personnel visiting United Kingdom secure facilities. The Canadian Government Supply and Services Office located in Koblenz, Germany, with a sub-office in Lahr, primarily supports Canadian Forces Europe through purchases from Germany, France and Belgium. The Canadian Government Services Office located in Lahr provides payment and accounting services to the Canadian Forces and their dependents stationed in Europe. In addition, the Canadian Government Expositions Centre, Paris, located in the Canadian Embassy, provides specialized technical support for Canadian information, cultural and trade promotion programs in Europe, North Africa and the Middle East.

FINANCE AND ADMINISTRATION SECTOR

This sector provides direction and control for the Department in the following functional areas: finance, administration, security, corporate information systems and office automation, statistical information and data management, and contractual dispute resolution. In the area of finance, responsibilities include contract cost and financial review, resource analysis, financial policy and accounting services. In administration, responsibilities include policy development, forms and graphics management, materiel management, facilities management, library services, telecommunications, records management, and mail and messenger services. The chairman of the Contracts Settlement Board is responsible for contractual dispute resolution and settlement, and providing qualitative analysis with respect to contracts for the Department's dispute avoidance program.

Administrative Services Directorate

The Administrative Services Directorate is responsible, on behalf on the Deputy Minister, for the provision of support services that are required by virtually all programs and that are critical to the success of departmental components in meeting their goals and objectives. Those services include infrastructure (accommodation, lighting, heat, etc.), transportation and communications, information, (forms, graphics, records management, library, etc.) and real property (materiel management, furniture purchasing, warehousing inventories and assets management). The Directorate is also responsible for the establishment and management of the Minister's regional offices; the implementation of the Workplace Hazardous Materials Information System (WHMIS) and all other services of a like nature that are from time to time required and can be provided more effectively to the Department by an internal common service organization.

Corporate Systems Directorate

The Corporate Systems Directorate is responsible for the provision of information processing support for internal departmental functions such as procurement and acquisition, financial management and office automation. This support involves the development, implementation and maintenance of automated information systems, the operation and maintenance of data processing facilities and communications networks, and the co-ordination and formulation of policies, plans and strategies governing corporate information systems. Corporate information systems include electronic data processing (EDP) systems development, maintenance and operation as well functional administration of EDP within the Department.

Industrial and Corporate Security Branch

The Branch meets the Canadian government's national and international industrial security commitments; provides a broad range of internal security services including physical and personnel security and designated and classified information protection; conducts a personnel security clearance and reliability check program for the Department and industry; conducts internal investigations; and manages the departmental data processing and communications security program.

Statistical Information and Data Management Branch (SIDMB)

This branch is accountable for the collection, management and dissemination of corporate data and information required to assist the management of Supply and Services Canada in its decision-making and to ensure fair and prudent service to client government organizations and suppliers.

MANAGEMENT AND OPERATIONAL SERVICES SECTOR

This sector reports to an assistant deputy minister. Its primary concern is to maintain service levels to clients, both within and outside of the Department, in the most cost-effective and efficient manner possible. The Sector is responsible for liaising with all Department clients in matters pertaining to compensation, personnel, and financial and payment services. The Sector consists of two bureaus and three directorates:

Audit Services Bureau

The Bureau provides, on request, through regional offices across the country and Head Office in Ottawa, a full range of auditing services to client departments and agencies on a professional fee-for-service basis. There are offices in seven major Canadian centres in addition to the one in Ottawa.

Bureau of Management Consulting

The Bureau provides, on request, a comprehensive professional management consulting service to departments and agencies of the government of Canada as well as Crown corporations. The service is provided on a fee-for-service basis.

Client Operational Services Directorate

The Directorate's mandate is to ensure that the Sector is responsive to evolving client needs and to monitor the Sector's services to the same end. As well, the Directorate will survey general market conditions, trends and factors, and identify opportunities for improved or new common services.

SUPPLY AND SERVICES CANADA

Accounting, Banking and Compensation Directorate

The Directorate carries out the responsibilities of the Receiver General for the public money, the banking program and the central accounting program. In carrying out these programs, the Directorate performs the following Receiver General functions: receives, transfers and disburses all public money; holds all public money in Receiver General bank accounts; directs the Receiver General's program to earn interest on balances; negotiates banking services and compensates financial institutions for these services; controls the redemption of Receiver General cheques and warrants; establishes, maintains and develops the Central Accounts of Canada; produces annually the Public Accounts; publishes the monthly Statements of Financial Operations and the annual preliminary financial statements of the Government of Canada which show the budgetary expenditures and revenues and the non-budgetary transactions of the government; prepares special reports to the central agencies, and provides financial statements to departments and agencies. It also produces and distributes to client departments, upon request, management statements on a monthly basis. The Directorate is also responsible for administering Reciprocal Taxation Agreements between Canada and the eight provinces participating in the Reciprocal Taxation Program. In addition, the Directorate carries out the responsibilities of the Custodian of Enemy Property. It is also responsible for the planning, policy and functional specifications for systems development associated with the processing of various payments, such as public service pay and superannuation, social and economic assistance payments, and suppliers' payments. In addition, related file maintenance and accounting services are provided on behalf of client departments and agencies. The Directorate is also responsible for payment policies and regulations, and new payment methods and technologies. It provides specialized advice and technical services in the area of personnel data systems to departments and agencies, and operates, on a fee-for-service basis, major personnel systems for the Treasury Board of Canada, and provides co-ordinated planning, data management and standards for service-wide personnel data systems.

Information Systems Directorate

The Directorate is responsible for information technology management in support of government-wide common services and Receiver General functions. This support involves the development, implementation and maintenance of information systems; the operation and maintenance of two national information processing sites and communications networks; and the co-ordination and formulation of information processing policies, plans and strategies.

United Way Advisory Committee

The Committee provides assistance and guidance to United Way Campaign organizations of the federal government regarding administrative and financial matters.

CORPORATE POLICY AND PLANNING SECTOR

The Sector develops policies and procedures and co-ordinates plans and strategies governing departmental operations. The Sector provides overall direction with respect to the supply program through consultations with the private sector, and directs negotiations with Treasury Board on matters relating to contract policy and other policies affecting supply. The Corporate Policy and Planning Sector also develops and maintains programs for contract quality assurance, carries out comprehensive evaluation and internal audit programs covering Supply and Services Canada (SSC) operations and co-ordinates the departmental responsibility for industrial analysis and planning and the *Defence Production Act*. In addition, the Sector provides support to the Departmental Management Committee and provides a number of services to the Minister and the Minister's Office. The Sector is composed of the Policy Development and Analysis Directorate, the Planning and Program Development Directorate, the Internal Audit Directorate, the Office of the Corporate Secretary and the Increased Ministerial Authority and Accountability Project.

Policy Development and Analysis Directorate

The Policy Development and Analysis Directorate is responsible for the development, review and implementation of corporate policies. It also includes: the **Contract Quality Assurance Branch**, which is responsible for the contract quality-assurance function within SSC; and the **Evaluation Branch**, which performs program evaluations of the components of SSC in compliance with the guidelines for such studies as set out by the Office of the Comptroller General. There are approximately 60 such components in the Department.

Planning and Program Development Directorate

The Planning and Program Development Directorate is comprised of four branches:

The **Corporate Planning Branch** is responsible for the development and operation of the Strategic Planning System and the provision of planning system development and support including the preparation of the Strategic Directions Memorandum, the development of planning guidelines and review of plans and progress reports on behalf of the Deputy Minister. The Branch also undertakes corporate and strategic studies for the Department as required by senior management.

The **Research and Analysis Branch** prepares a range of reports on various dimensions of Supply and Services Canada contracting, provides secretariat services to the interdepartmental Procurement Review Committee and co-ordinates projects to assist Canadian industry.

The **Program Planning Branch** is involved in planning activities which relate to the overall program of the Department, namely, procurement planning, which includes supplier consultations, research and co-ordination of interdepartmental/interprovincial procurement activities and policy research in support of socio-economic issues. The Branch is also responsible for the Department's involvement in intergovernmental procurement activities (internal trade, Canada-U.S. Free Trade Agreement and GATT).

The **Defence Industries and Emergency Planning Branch** has two basic responsibilities: a) the conduct of studies leading to the development of policies, plans and procedures to address the Minister's responsibilities under the *Defence Production Act*; b) the conduct of studies leading to the development of policies, plans and procedures to address the Minister's responsibilities under the *Emergency Preparedness Act*, the *Trading with the Enemies Act* as well as special responsibilities relative to the delivery, during postal disruptions, of Receiver General cheques and urgent government correspondence.

Internal Audit Directorate

The Internal Audit Directorate is responsible to the Deputy Minister for the development and implementation of a management-oriented integrated comprehensive audit program linked to the strategic directions, operational programs, plans and priorities of the Department.

SUPPLY AND SERVICES CANADA

Office of the Corporate Secretary

The Office of the Corporate Secretary is composed of four groups. The **Corporate Affairs and Operations Group** provides overall direction to the management framework of the Office of the Corporate Secretary and manages all activities related to the preparation and co-ordination of departmental senior management meetings. The Group also co-ordinates all departmental translation requests. The **Ministerial Correspondence Group** is responsible for providing all correspondence services to the Minister and Deputy Minister, and for processing all complaints regarding non-compliance with the *Official Languages Act* which have been lodged against the Department by the Commissioner of Official Languages. The **Cabinet and Parliamentary Affairs Group** provides the Minister with analysis, briefing and co-ordination services for all the Minister's activities in Cabinet committees and in Parliament. The **Access to Information and Privacy Group** is responsible for administering the *Access to Information Act* and the *Privacy Act* within Supply and Services Canada, the Office of the Custodian and the Canadian Standards Board in order to ensure Canadian citizens or permanent residents a right of access to information, and to monitor the degree to which these two acts achieve their purpose.

REGIONAL DIRECTORATES

The Regional Directorates are responsible for the provision of all services offered by the Supply and Services Administration at the local level in Canada. To deliver its services, the Operational Component is divided into five directorates within the country.

The five directorates are the largest components of the operations, employing 3786 people and operating from over 100 locations across Canada. These directorates are responsible for the provision of services from both supply and services perspectives at the local level. The Regional Director General Offices are located in: Vancouver, British Columbia; Calgary, Alberta; the National Capital Region; Montreal, Quebec; and Halifax, Nova Scotia. The directorates provide acquisition, printing and other unique services such as: stocked item supply; self-service stores; warehousing; equipment, maintenance and repair; assets management and Crown assets distribution. They also provide payroll and related functions to client departments, and produce socio-economic payments such as Family Allowance, Old Age Security, Canada Pension, Canadian Jobs Strategy, National Revenue Income Tax refunds and Census payments. In addition, a specialized branch in Shediac, New Brunswick is responsible for superannuation services.

The **Regional Offices of the Department of Supply and Services**, headed by Directors, are located in the following cities: Victoria, British Columbia; Edmonton, Alberta; Regina, Saskatchewan; Winnipeg, Manitoba; Mississauga and Ottawa, Ontario; Quebec City and Montreal, Quebec; Dartmouth, Nova Scotia; Moncton, New Brunswick; Charlottetown, P.E.I.; and St. John's, Newfoundland. They generally comprise a regional office, district office, purchasing offices, printing plants, copy centres and self-service stores.

CROWN ASSETS DISTRIBUTION

Crown Assets Distribution provides a specialized service to government departments, agencies and Crown corporations in the disposal of their surplus material located in Canada and abroad. It acts as agent for the United States, British and other governments in the sale of their surplus assets located in Canada, and has arrangements with certain European governments for the disposal of Canadian military surplus located in their countries.

HUMAN RESOURCES DIRECTORATE

The Human Resources Directorate is responsible for providing human resource management services to managers and employees, as well as advice and support to senior management on staff relations, human resource and career planning, staffing, classification, official languages, management and professional development, program development and policy interpretation. The Directorate is composed of six branches:

The **Personnel Operations Branch** provides a full range of services to management and employees of the Department. This includes the provision of personnel services and advice in the areas of classification, staffing, human resource planning, staff relations, official languages, compensation and employee assistance.

The **Human Resources Planning Branch** is responsible for the development of policies and programs which ensure the supply and effective utilization of human resources within the Department. As well, the Branch is responsible for the management of a comprehensive departmental training and development program, which allows the Department to plan for future human resource needs and skill requirements and enables staff to achieve career expectations.

The **Staffing and Management Category Branch** is responsible for the development of staffing policies and programs to ensure adherence to governmental staffing guidelines and practices. The Branch is also responsible for the provision of a full range of human resource management services to members of the management category and to the Minister's office.

The **Classification Branch** is responsible for the development of classification policies and programs to ensure adherence to governmental classification guidelines and practices.

The **Staff Relations and Compensation Branch** is responsible for the provision of staff relations advice to senior management and for assisting personnel advisers in ongoing staff relations functions. The Branch also acts as liaison between the Department, central agencies and bargaining agents, and represents the Department at the second level of the National Joint Council grievance procedure. As well, the Branch is responsible for the development of compensation policies, programs and procedures to ensure standardized administration of pay and benefits across the Department. The Branch also co-ordinates an employee assistance program to advise managers on supervisory problems, and a counselling service to assess, treat and resolve problems in order to restore the employee's performance to an optimum level.

The **Management Services Branch** is responsible for co- ordinating the planning, development and operations of personnel information processing systems and developing policies and programs to ensure the systems' continued effectiveness in meeting requirements. The Branch is also responsible for the provision of managerial support services to the Human Resources Directorate.

PUBLIC AFFAIRS DIRECTORATE

The Public Affairs Directorate (PAD) plans, manages and executes the Department's external and internal communications activities and provides communications counsel to the Minister and senior departmental management. Through the Director General, who is a member of the Department's senior management committee, Public Affairs is directly involved in all aspects of policy development and program implementation in the Department. Internal communications within Supply and Services Canada is also an important part of the Directorate's mandate. The Public Affairs

Directorate comprises two major divisions. The Operations Branch includes managers of corporate communications who help to plan for and implement the communications needs of the Minister, Deputy Minister, and each sector of the Department. It is also responsible for the media relations and communications planning functions. The Directorate is also responsible for Writing and Creative Services, which provides support for these activities through specialized services in the areas of writing, print production, audio-visual services, advertising and exhibits.

ROYAL CANADIAN MINT

The Ottawa Mint was originally established in 1908 by royal proclamation as a branch of the Royal Mint, London, under the provision of the *United Kingdom Coinage Act*. In 1931, the Mint was established under statute as a branch of the Department of Finance and in 1969, as a Crown corporation under Part X of the *Government Organization Act, 1969* (now the *Royal Canadian Mint Act* R.S.C. 1970, chapter R-8).

Manuals

(Regional Directorates)
- Corporate Plan
- Customer Manual
- Guidelines for the Preparation of Unsolicited Proposals for Scientific and Technology Work
- Maintenance and Repair Manual
- Pay Office Procedures Manual
- Pharmaceuticals, Medical Supplies and Related Items Catalogue
- Policy and Procedures for the Preparation of Standards
- Procedures Manual
- Regional Operations Manual
- Regional Directorate Services Procedures Manual
- Stocked Item Supply Catalogue
- Supply Policy Manual
- Surplus Assets Management System

(Administrative Services Directorate)
- Departmental Administrative Policy and Procedures Manual

(United Way Advisory Committee)
- United Way Campaigns: A Guide for Managers

(Accounting Services Branch)
- Delegation of Authorities Manual

(Industrial and Corporate Security Branch)
- Corporate Security Manual
- Industrial Security Manual

(Audit Services Bureau)
- A Structured Methodology for the Conduct of Comprehensive Auditing
- Administration Manual
- Audit Manual
- Electronic Data Processing Audit Methodology

(Accounting, Banking and Compensation Directorate)
- Central Accounting Data Dictionary
- Cheque Redemption and Control Branch General and Detailed Procedures Manual
- Departmental Reporting System General Information Brochure
- Departmental Reporting System Report Catalogue
- Departmental Reporting System User's Guide
- Public Accounts Instruction Manual
- Receiver General Directives and Information Bulletins
- User's Guide to Recording Accounting Transactions

(Human Resources Directorate)
- Personnel Management System User Guide

Operational procedures manuals prepared in co-operation with other departments and agencies on pay, pension and socio-economic programs, include:
- Family Allowance Program Policy and Procedures Manual
- Insurance Administration Manual
- Operator's Guide to the Utilization of the Personnel Application Centre On-line Query Language (INFOPAC)
- Pay Policy and Procedures Manual
- Personnel Administration and Reporting Systems Users Manual (PARS)
- Superannuation Administration Manual

Additional Information

Requests for further information about the Department and its various programs and functions may be directed to:

Public Affairs Directorate
Department of Supply and Services
Place du Portage, Phase III, 16A1
Hull, Quebec
(Mail: Ottawa, Ontario K1A 0H2)
(819) 956-2300

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Department of Supply and Services
Place du Portage, Phase III, 13A1
Hull, Quebec
(Mail: Ottawa, Ontario K1A 1H2)
(819) 956-1820

Reading Room

In accordance with section 71 of the *Access to Information Act*, an area on the premises of each of the following institutions has been designated as a reading room where the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. Their addresses are:

Headquarters

Place du Portage, Phase III, 13A1
11 Laurier Street
Hull, Quebec

SUPPLY AND SERVICES CANADA

Atlantic Directorate

Moncton Regional Office
2nd Floor, Toronto Dominion Building
777 Main Street
Moncton, New Brunswick

St. John's Regional Office
Building 302
Pleasantville
St. John's, Newfoundland

Dartmouth Regional Office
Burnside Industrial Park
2 Morris Drive
Dartmouth, Nova Scotia

Charlottetown Regional Office
Dominion Building
97 Queen Street
Charlottetown, Prince Edward Island

Shediac Regional Office
Superannuation Branch
10 Weldon Street
Shediac, New Brunswick

Quebec Directorate

Western Quebec Regional Office
800 Golf Road
Nun's Island
Montreal, Quebec

Eastern Quebec Regional Office
1040 Belvedere Avenue, Room 301
Quebec, Quebec

Central Directorate

Capital Region Supply Centre
1010 Somerset Street
Ottawa, Ontario

Ontario Regional Office
6205 Kestrel Road
Mississauga, Ontario

Western Directorate

Calgary District Office
220 Fourth Avenue S.E.
Calgary, Alberta

Alberta/Northwest Territories Regional Office
15508-114 Avenue
Edmonton, Alberta

Manitoba Regional Office
100 Otter Street
Winnipeg, Manitoba

Saskatchewan Regional Office
Room 700, 1783 Hamilton Street
Regina, Saskatchewan

Pacific Directorate

Pacific Directorate Office
1133 Melville Street
Vancouver, British Columbia

Vancouver Regional Office
912-1175 Douglas Street
Victoria, British Columbia

Whitehorse Purchasing Sub-Office
102-307 Jarvis Street
Whitehorse, Yukon Territory

European Region

European Region Supply Centre
Canadian Dept. of Supply and Services
MacDonald House
No. 1 Grosvenor Square
London, England
W1X 0AB

Canadian Government Supply Sub-Office, Lahr
Supply and Services Canada
c/o HQ CF Europe
CFPO 5000
7630 Lahr/Schew
West Germany

Washington Region

Director of Supply
Washington Region
Canadian Embassy
501 Pennsylvania Avenue N.W.
Washington, D.C. 20001
U.S.A.

Classes of Records

DSS/SOS-005
Economic and Market Analysis
Description: Information on optimum financial and economic strategies associated with total product planning, to determine both short- and long-range customer requirements, and the identification of developing market opportunities in Canada and abroad. This includes information on current economic trends, as well as market forecasts, product intelligence and relevant information on industrial and procurement strategies. *Topics:* Item profile assessment; industry sector analysis; source identification; source development, Inter-program Lost Benefit; Personnel Information Bank; vendor sourcing records; and Science Procurement Information Network. *Storage Medium:* Word processor and computer. *Retrievability:* Files are arranged by contract, company, project and department.

DSS/SOS-010
Methods of Supply
Description: Information on methods for satisfying customer product (and service) requirements in a manner which will result in the optimum product, resource, operating and contingent cost. *Topics:* Make or buy (make is available within the public sector; buy is obtainable from the private sector); facility evaluation, regional or central acquisition and distribution, lease or purchase; and consignment (arrangements under which goods are shipped for future sale or other purposes). *Storage Medium:* Word processor and computer.

DSS/SOS-015
Project Management
Description: Information on temporary management structures having appropriate authority and responsibility to acquire innovative or substantially complex capital equipment, construction, and services. *Topics:* Standards, operations; assistance; specifications; sourcing (potential sources of supply); negotiation; assessments of

tenders/contracts; customer and vendor liaison; allocations of commodities; purchase requisitions; supply management; and major procurement projects. *Storage Medium:* Word processor and computer. *Retrievability:* Files arranged by contract, subject and project.

DSS/SOS-020
Traffic Management
Description: Information on ensuring least-cost for shipping or movement of goods via one, or all six modes of transport (air, road, sea, pipeline, rail and off-highway). *Topics:* Shipping arrangements (inland and overseas); travel and removal services; and freight audit and cost analysis.

DSS/SOS-025
Repair, Overhaul, Modification, and Maintenance
Description: Information on repair, overhaul, modification or maintenance in order to achieve the greatest utilization and least cost of the asset. *Topics:* Specifications and quality assurance; make or buy (make is available within, buy is obtainable from the private sector); repair, overhaul, modification and maintenance cycle management; and regional distribution of work. *Retrievability:* Files arranged by contract, loan agreement number, and company.

DSS/SOS-030
Production Services
Description: Information on the main and outside plant facilities, and Technical and Engineering Support Services; on functional direction given to regional plants, in order to meet the printing needs of government generally, and certain distribution services. *Topics:* Main plant facilities; outside plant facilities; printing requirements; and operational and technical support services. *Storage Medium:* Microfiche and disc. *Retrievability:* Files arranged by subject, contract numbers, project and company names.

DSS/SOS-035
Publicity and Promotion
Description: Information on advertising and promotional activities concerned with the merchandising of products. *Topics:* Subject lists; advertisements; bookfairs and trade shows; and enquiries (public and parliamentary).

DSS/SOS-040
Standards and Specifications for Products and Services
Description: Information on technical requirements, specifications and standards for products in general recurrent use. *Topics:* Development of specifications and standards; specifications and standards committees; item standardization; specifications and standards distribution; and international standards organization.

DSS/SOS-045
Certification Programs for Products and Services
Description: Information on the establishment, maintenance and distribution of certification listings. *Topics:* Development of certification lists; certification panels; item certification; and certification listing distribution. *Retrievability:* Files arranged by product and company.

DSS/ROD-050
Inventory Management
Description: Information on the planning and maintenance of a range of stocked items in inventory to meet forecast requirements; determination of optimum inventory levels, order points, and order quantities; management of inventory balances and back orders, stock replenishment, and expediting activities. *Topics:* Physical location of stock; provisioning (of stock item supply), pricing and investment strategy; assessment of inventory; accountable advance material and regional inventory control.

DSS/ROD-055
Warehousing
Description: Information on physical and administrative functions of the storage and distribution activity. *Topics:* Receipt; sorting; identification; inspection; preservation; storage; safekeeping; retrieval for issue; preparation for shipment of material; bulk issues; mail order supply; over-the-counter issues; and public warehousing.

DSS/ROD-060
Retailing
Description: Information on the issue of product stocks from retail outlets. These outlets, which carry stocks of products frequently required in small quantities, are located close to the customers being serviced. *Topics:* Order processing; authorized agents; retailing products; and selling services.

DSS/ROD-065
Management of Movable Assets
Description: Information on the management of movable assets from the time they are acquired, through their life cycle and ultimate disposal. *Topics:* Assets inventory of government departments; vehicle fleet management; lease, rental or loan (of movable assets); production assets (Crown-owned tooling); replacement and retirement; and disposal. *Retrievability:* Files arranged by project, company, contract, and loan agreement number.

DSS/ROD-070
Pay Administration Products
Description: Information on the administrative services required for the distribution of pay; such as pre-audit, calculation, development and maintenance of payroll records, and cheque issue. *Topics:* Public service pay; House of Commons pay; Royal Canadian Mounted Police pay; Canadian Forces Pay Allotments. *Retrievability:* Files arranged by subject, and department. *Storage Medium:* Microfilm and computer. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program department concerned.

DSS/ROD-075
Pension Administration Products
Description: Information on the administration of public service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records, issue of statements and other reports, for those pensions covered by the *Public Service Superannuation Act* and other retirement acts. *Topics:* Superannuation payments for public service, Royal Canadian Mounted Police, Canadian Forces; Members of Parliament Retiring Allowance payments; Judges Pension payments; and file maintenance for Royal Canadian Mounted Police Superannuation, Canadian Forces Superannuation, Members of Parliament Retiring Allowance, and Public Service Superannuation. *Storage Medium:* Microfilm and computer. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program/department concerned.

DSS/ROD-080
Insurance Administration Products
Description: Information on the administration of employee benefit plans such as determination of eligibility, calculation of benefits, maintenance of records, and issue of statistical and other reports. *Topics:* Group Surgical Medical Insurance Plan; Public Service Management Insurance Plan; Disability Insurance Plan; Insurance Administration and Public Service Dental Care Plans (National Joint Council and Public Service Alliance of Canada). *Retrievability:* Files arranged by subject. *Storage Medium:* Microfilm and computer.

DSS/ROD-090
Pay Administration Products
Description: Information on administrative services required for the disbursement of pay; such as input, the compilation, calculation and issuance of pay; development and operation of system edits, validation and payroll accounting controls; the production of payroll error and statistical reports and statements of data, required by related systems, of cheque stubs and related statements; and the development and promulgation of user instructions and procedures. *Topics:* Public service pay, Royal Canadian Mounted Police pay, House of Commons pay. *Storage Medium:* Magnetic tapes, microfilm, database, hard copy.

DSS/FAS-095
Financial Analysis
Description: Information on budgetary analysis and control; evaluation of vendor financial capability; financial analysis in terms of the product resource, operating and contingent cost or acquisition; formulation of pricing strategies, and the identification of various financing alternatives. *Topics:* Budgetary analysis and control; evaluation of vendor financial capability; product resource, operating and contingent cost or acquisition; formulation of pricing strategies; and identification of financing alternatives. *Retrievability:* Files arranged by subject, project and company.

DSS/FAS-100
Billing
Description: Information on invoicing of client departments and non-government customers to secure payment for goods and services provided. *Topics:* Revenue received; recoverable amounts; and invoice or contract. *Retrievability:* Files arranged by subject, department and contract number.

DSS/FAS-105
Industrial Security
Description: Information on security programs to protect national and international classified and other sensitive information related to government contracts and projects available to industry by government departments. *Topics:* Agreements and exchanges (information between Canada and other countries); classified and other sensitive industrial contracts; industrial facility security clearances or checks; industrial information protection; material and classified or other sensitive documents control; North Atlantic Treaty Organization security; industrial security training. *Retrievability:* Files arranged by subject. Automated system for industrial personnel security clearance or reliability check files.

DSS/MOS-110 *Formerly identified as:* DSS/FAS-110
Planning (United Way)
Description: Information on Treasury Board check-off, union support, pledge forms, payroll stuffers, and pay deductions. *Topics:* Liaison with host departments across Canada; training; support and suggestions; advisory committee meetings; and official receipts.

DSS/MOS-115 *Formerly identified as:* DSS/FAS-115
Campaigns (United Way)
Description: Information on general support to the organizational units. *Topics:* National and regional campaigns; and mailing list — chairpersons across Canada.

DSS/MOS-120 *Formerly identified as:* DSS/FAS-120
Reports and Audits (United Way)
Description: Yearly assessments and money collected during the year. *Topics:* Statistics; progress reports; post-campaign evaluation; and campaign results.

DSS/MOS-125
Program Administration Products
Description: Information on the maintenance of records and the making of payments for certain national socio-economic programs, and provision to client departments of related financial and statistical information. *Topics:* Family Allowances; Old Age Security, Guaranteed Income Supplement; Canada Pension Plan; Canadian Pension Commission; War Veterans Allowance; Canadian Jobs Strategy; file maintenance on all of the above; agricultural subsidy; and government annuity payments. *Storage Medium:* Microfilm and computer. *Special Access Note:* Access requests for individual cheques or payments should be directed to the program/department concerned.

DSS/MOS-130
Accounting Administration Products
Description: Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity. *Topics:* Accounts payable and other payments, administration payment service for government accounts paid from the Consolidated Revenue Fund, and associated financial and related statistical data; Accounts of Canada and reporting services (activities to maintain the central government accounts and manage the Consolidated Revenue Fund and the Public Accounts of Canada); and financial management and other services (services provided to departments and agencies at a price and quality that is competitive with services available from other sources). *Storage Medium:* Microfilm and computer.

DSS/MOS-135
Auditing Services
Description: Information on examination and verification assignments covering management of resources, information, personnel and risk management; and evaluation of the efficiency, effectiveness and economy of operations. *Topics:* EDP Auditing; comprehensive audit; statistical sampling; analytical auditing; audit of royalties; federal-provincial agreements; audit subsidy and contributions; internal audit; contract audit; termination audit; pre-negotiations reports; cost audit of industrial and other accounts; overhead audit studies; audit training and professional development; audit services to foreign governments; financial projections and budgets; discretionary audit; special assignments; and consultation and attendance. *Storage Medium:* Computer, audio and video tapes, disks, slides, and transparencies. *Retrievability:* Files arranged by subject, assignment number, and client program number. *Special Access Note:* Requests

for access to individual audit reports should be directed to the departments concerned.

DSS/MOS-140

Public Money and Banking

Description: Information on arrangements by the Receiver General to establish bank accounts and facilities; establish government banking services; receive, transfer, hold, earn interest on, and make and control disbursements of public money. *Topics:* Designation of banks; bank accounts and facilities; signing authorities; reports and statements on Receiver General balances; contracts for services; cheques issued, redeemed, and outstanding; and enquiries and investigations. *Retrievability:* Files arranged by cheque redemption control branch; files associated with the cheque redemption and reconciliation process, and enquiries are organized by serial/cheque numbers. *Storage Medium:* Machine-readable records for bank facilities at headquarters. Cheque records and related machine-readable records are at the Matane, Quebec office. *Special Access Note:* Access requests for banking arrangements and about individual cheques or payments should be directed to the program/department concerned. Access requests for banking facilities and for the redemption and reconciliation of Receiver General payment instruments should also be directed to the program/department concerned.

DSS/MOS-145

Central Accounting

Description: The Receiver General maintains records for the central accounts of Canada and produces reports from these records. *Topics:* Central accounts; subsidiary ledgers and accounting analysis of the financial transactions; financial statements of the Government of Canada; annual public accounts; annual preliminary financial statements and monthly statement of financial operations of the Government of Canada; financial and management reports for central agencies and other departments and agencies; and special analyses on such subjects as the assets and liabilities of the Government of Canada. *Retrievability:* Central data bank's files are arranged by central account, department, agency and certain accounting or financial classifications. *Storage Medium:* Central data bank is in machine-readable form at headquarters. *Special Access Note:* Access requests for records of individual departments or agencies should be directed to the department or agency concerned.

DSS/MOS-147

Intergovernmental Taxation

Description: The Intergovernmental Taxation Centre maintains records in support of payments made to the provinces pursuant to Part VIII of the *Federal-Provincial Fiscal Arrangements and Federal Post-Secondary Education and Health Contributions Act, 1977. Topics: Federal Provincial Fiscal Arrangements and Federal Post-Secondary Education and Health Contributions Act, 1977;* Reciprocal Taxation Agreements; Reciprocal Taxation Administration Manual; Intergovernmental Taxation Centre Bulletins; analysis files by client department/object expenditure classification. *Retrievability:* Files are arranged by topic; reports are arranged by fiscal year. *Storage Medium:* Hardcopy files/reports are stored in Audit Trail Library at headquarters and data bank is in machine-readable form at service bureaus.

DSS/MOS-150

Custody of Enemy Assets

Description: Records on the administration of property vested in the Custodian during World Wars I and II. *Topics:* Enquiries; and reports and correspondence related to vested property.

DSS/MOS-155

Consulting Services

Description: Management consulting assignments conducted for client departments and agencies. A private sector Consultants Information Bank is also maintained. Access to this bank complies with provisions of the *Privacy Act*. *Special Access Note:* Requests for access on specific reports are to be directed to departments for whom management consulting assignments were undertaken.

DSS/MOS-160

Product Development and Marketing

Description: Information on the development and marketing of personnel data systems products. *Topics:* Departments and agencies of personnel system requirements.

DSS/MOS-165

Systems Development and Computer Operations

Description: Information on the development and operation of personnel systems for departments and central agencies. *Topics:* Computer systems specifications; computer operations procedures; and program testing procedures.

DSS/MOS-175

Personnel Data Administration

Description: Information pertaining to service-wide personnel data systems planning, and the management of personnel data for the central agencies. *Topics:* Common personnel data pool; data administration standards; planning process.

DSS/SOS-180

Requirements Definition

Description: Information on the need of appropriate levels of value engineering and procurement planning, supported by goods cataloguing, clear specifications and appropriate quality assurance. *Topics:* Need determination; value engineering (cost reduction technique); procurement planning, material identification; specifications and standards; quality assurance requirements; Statement of Requirement (time, cost, performance); estimates. *Storage Medium:* Word processor and computer.

DSS/SOS-185

Contracting

Description: Information on the procurement of a specific product or service, up to and including the awarding of the contract for purchase, service or lease. *Topics:* Description of requirement; sourcing (potential sources of supply); price and availability determination; bid solicitation; contract negotiations; and contract selection and award. *Storage Media:* Word processor, tapes, discs, microfiches and computer. *Retrievability:* Files arranged by contract, serial number, subject, company and requisition number.

DSS/SOS-190

Contract Administration

Description: Information on time, cost, performance conditions of the contract; expediting delivery; administering design changes and amendments; and ensuring quality and delivery. Also includes information on termination, settlement, audit, and security arrangements to secure the fulfillment of the contract. *Topics:* Monitor time, cost, and performance; expediting and follow-up; design change or deviation; contract amendment; quality assurance; delivery, acceptance, and payment; termination and settlement; cost audit; and plant and personnel security. *Storage Media:* Computer, disc, word processor, tapes and microfiches. *Retrievability:* Files arranged by contract, company, department, and subject.

DSS/CUI-195
Research and Analysis
Description: Information on media and public opinion toward government programs, national and regional issues. *Topics:* Research — constitutional, federal-provincial, social and economic.

DSS/CUI-200
Information on Canadian Unity
Description: Information on program development and implementation. *Topics:* Publications; mobile exhibits; co-ordination of federal departmental presence at special events — major fairs, national athletic events; audio-visual material.

DSS/CUI-205
Advertising Programs
Description: Information on the planning and development of advertising programs. *Topics:* Programs and services; policy issues; co-operative (cross-departmental) projects.

DSS/STP-210
Service Bureaus
Description: Information on how to obtain information on federal government programs and services from walk-in facilities. *Topics:* Service bureaus (by province); satellite offices; and Members of Parliament.

DSS/STP-215
Access by Telephone
Description: Information on how to obtain information on federal government programs and services by telephone. *Topics:* Telephone referral services; blue pages; toll-free services; and access to Members of Parliament.

DSS/CPP-220
Surveys (Evaluation)
Description: Surveys are frequently conducted as part of the evaluation data gathering procedure. Information is sought on interaction with departmental programs. Surveys information is typically statistically processed to be incorporated into evaluation reports. Individual survey forms (questionnaires) are not retained.

DSS/CPP-225
Assessments (Evaluation)
Description: Assessments are studies which precede an evaluation, define the nature and scope of it and provide an estimate of the time required and the cost involved.

DSS/CPP-230
Evaluation Findings Reports
Description: Evaluation Findings Reports provide data collected in evaluation studies, together with an analysis and interpretation of the information.

DSS/CPP-235
Conclusions and Recommendations Reports
Description: Conclusions and Recommendations Reports set forward a series of conclusions based on the foregoing findings together with appropriate recommendations for program improvements.

DSS/CPP-240
Corporate Planning
Description: Information in support of the corporate planning system development and operation as well as information pertaining to corporate studies and assignments. *Topics:* Corporate planning system, strategic directions and business plan analyses.

DSS/CPP-245
Research and Analysis
Description: Information on various dimensions of Supply and Services Canada contracting, the Canadian public sector market, operations and decisions of the Procurement Review Committee, and projects to assist Canadian industry. *Topics:* Small business, foreign content, success rate of new suppliers, supplier development.

DSS/CPP-250
Program Planning
Description: Records contained in this category include analytical papers and co-ordination documents relating to interdepartmental and intergovernmental procurement activities and to service delivery mechanisms. Also, records are kept on participation in intergovernmental procurement activities (internal trade, free trade and GATT).

DSS/CPP-255
Emergency Planning
Description: These records relate to departmental corporate level participation in all the emergency preparedness planning activities at the federal level. They include files relating to intergovernmental, interdepartmental and intradepartmental emergency planning matters such as committee meetings, consultations, plans, procedures and organizations. Other files relate to previous emergency plans and procedures, the testing and exercising of plans and procedures, and the drafting and developing of new plans and procedures, to provide response to future peacetime and wartime emergencies.

DSS/CPP-260
Defence Industries Planning
Description: Defence Industrial Base files relating to the general nature of the Canadian Defence Industrial Base, its various sectors, and the environment in which industrial activity must take place; Defence Industrial Preparedness Planning files relating to the promotion and co-ordination of Defence Industrial Preparedness Planning, as one of the "Foundations for Defence" as stated in the Defence White Paper, June 1987.

DSS/CPP-265
Internal Audit
Description: Audit reports and summaries approved by the Internal Audit Committee.

DSS/CPP-270
Ministerial Correspondence
Description: Correspondence signed by the Minister or Deputy Minister and sent to members of the public, other ministers, Members of Parliament, or government and private sector representatives.

Storage Medium: The processing sequence for the Minister's and Deputy Minister's correspondence can be followed using the Ministerial Interim Tracking System (MITS). A copy of all correspondence is kept in the working files of the Ministerial Correspondence Office.

DSS/CPP-275
Requests for Translation
Description: Requests for translation from the various units in the Department. *Storage Medium:* A computerized data bank controls all the Department's requests for translation.

DSS/CPP-280
Complaints — Official Languages
Description: This data bank contains the complaints made under the *Official Languages Act*. *Storage Medium:* A computerized data bank records all complaints. Copies of complaints are kept in the Ministerial Correspondence Office.

DSS/CPP-285
Records of the Departmental Management Committee's Decisions
Description: Official records of the Departmental Management Committee's decisions.

DSS/CPP-290
Memoranda of Understanding
Description: Memoranda of Understanding that the Department has ratified with: sectors within the Department; other federal departments; agencies and Crown corporations; provincial governments; Canadian territories; and foreign governments.

DSS/CPP-295
Parliamentary Affairs
Description: Information on Cabinet activities and summaries of memoranda presented to various Cabinet committees. *Topics:* Summaries of memoranda presented to Cabinet by various sponsoring departments on matters of national and international concern. *Retrievability:* Computer files and hardcopies classified by Cabinet committee, year and memorandum number.

DSS/CPP-300
Access to Information
Description: Correspondence between Canadian citizens and/or permanent residents and federal departments regarding requests for access to records held by Supply and Services Canada. This file contains all existing correspondence between the Department, people making requests, and third parties, as well as documentation related to investigations conducted by the Information Commissioner. *Retrievability:* By file number, contract number, and/or name of firm or topic.

DSS/HRD-305
Personnel Management
Description: Information on personnel management policies, practices and procedures. *Topics:* Classification; staffing; human resources; occupational health and safety; official languages; salaries and wages; employee relations; training and development. *Retrievability:* Files arranged by subject.

DSS/FAS-310
Statistical Information and Data (New)
Description: Information and statistical data on the delivery of departmental services, such as socio-economic support, public service compensation and goods and services acquisition. *Topics:* Supplier registration and contract tracking; costing of departmental services; collection of departmental output statistics.

SUPPLY AND SERVICES CANADA

SUPPLY AND SERVICES CANADA (DSS)

SUPPLY OPERATIONS SECTOR (SOS)

005 Economic and Market Analysis
010 Methods of Supply
015 Project Management
020 Traffic Management
025 Repair, Overhaul, Modification and Maintenance
030 Production Services
035 Publicity and Promotion
040 Standards and Specifications for Products and Services
045 Certification Programs for Products and Services
180 Requirements Definition
185 Contracting
190 Contract Administration

FINANCE AND ADMINISTRATION SECTOR (FAS)

095 Financial Analysis
100 Billing
105 Industrial Security
310 Statistical Information and Data

REGIONAL DIRECTORATES (ROD)

050 Inventory Management
055 Warehousing
060 Retailing
065 Management of Movable Assets
070 Pay Administration Products
075 Pension Administration Products
080 Insurance Administration Products
090 Pay Administration Products

MANAGEMENT AND OPERATIONAL SERVICES SECTOR (MOS)

110 Planning (United Way)
115 Campaigns (United Way)
120 Reports and Audits (United Way)
125 Program Administration Products
130 Accounting Administration Products
135 Auditing Services
140 Public Money and Banking
145 Central Accounting
147 Intergovernmental Taxation
150 Custody of Enemy Assets
155 Consulting Services
160 Product Development and Marketing
165 Systems Development and Computer Operations
175 Personnel Data Administration

CORPORATE POLICY AND PLANNING SECTOR (CPP)

220 Surveys (Evaluation)
225 Assessments (Evaluation)
230 Evaluation Findings Reports
235 Conclusions and Recommendations Reports
240 Corporate Planning
245 Research and Analysis
250 Program Planning
255 Emergency Planning
260 Defence Industries Planning
265 Internal Audit
270 Ministerial Correspondence
275 Requests for Translation
280 Complaints — Official Languages
285 Records of the Departmental Management Committee's Decisions
290 Memoranda of Understanding
295 Parliamentary Affairs
300 Access to Information

SUPPLY AND SERVICES CANADA

HUMAN RESOURCES DIRECTORATE
(HRD)

305 Personnel Management

CANADIAN UNITY INFORMATION OFFICE *
(CUI)

195 Research and Analysis
200 Information on Canadian Unity
205 Advertising Programs

PUBLIC AFFAIRS DIRECTORATE
(PAD)

SERVICE TO THE PUBLIC *
(STP)

210 Service Bureaus
215 Access by Telephone

* These offices no longer exist, but the records formerly held by them may be accessed for the period covered by this Register.

ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF SUPPLY AND SERVICES
PLACE DU PORTAGE, PHASE III, 13A1
HULL, QUÉBEC
(MAIL: OTTAWA, ONTARIO K1A 1H2)

Chapter 106

TRANSPORT CANADA

A. GENERAL INFORMATION

Historical Background

The Department of Transport was established in 1936 by the *Department of Transport Act* (R.S.C 1970, chapter T-15), which amalgamated the functions of the Department of Railways and Canals, the Department of Marine and the Civil Aviation Branch of the Department of National Defence.

Responsibilities

The Department is responsible for the development and operation of a safe and efficient national transportation system that contributes to the achievement of general government objectives, and operates specific elements of that system. Some of the Department's objectives are: efficiency, safety, maximum productivity, accessible and equitable services, cost recovery, and support of government policies and objectives, especially as they relate to social and economic development.

Legislation

(Department of Transport)
- Aerodrome Security Regulations
- Air Carrier Security Regulations
- Canadian Aviation Safety Board Act
- Department of Transport Act
- International Rapids Power Development Act
- Marine and Aviation War Risks Act
- National Energy Board Act
- National Transportation Act, 1987
- Prohibition of International Air Services Act
- Safe Containers Convention Act

(Policy and Co-ordination)
- An Act Respecting the CPR (1881), et al. (details of old railway acts are set out in the Statutory History of the Steam and Electric Railways of Canada, 1836-1937 published by the Department of Transport/King's Printer)
- Atlantic Region Freight Assistance Act
- Bills of Lading Act
- Canadian National Railways Act
- Canadian Wheat Board Act
- Carriage by Air Act
- Carriage of Goods by Water Act
- Government Property Traffic Act
- Government Railways Act
- Maritime Freight Rates Act
- Montreal Terminals Act
- Motor Vehicle Transport Act, 1987
- National Transcontinental Railway Act
- Passenger Tickets Act
- Railway Safety Act
- Shipping Conference Exemption Act
- Teleferry Act
- Toronto Terminals Act
- Various Bridge Acts
- Winnipeg Terminals Acts

(Aviation Group)
- Aeronautics Act
- Aeronautics Regulations (pursuant to section 4 of the Act)
- Carriage by Air Act

(Marine Group)
- Arctic Waters Pollution Prevention Act
- Canada Ports Corporation Act
- Canada Shipping Act
- Hamilton and Toronto Harbour Commissioners Acts
- Harbour Commissions Act
- Maritime Code Act
- Montreal Port Wardens Act
- National Energy Board Act
- Navigable Waters Protection Act
- North Sydney, Meaford and Trenton Harbour Acts
- Ontario Harbours Agreement Act
- Pilotage Act
- Public Harbours and Port Facilities Act
- Quebec Port Wardens Act
- St. Lawrence Seaway Authority Act
- United States Wreckers Act

(Surface Group)
- Motor Vehicle Fuel Consumption Standards Act
- Motor Vehicle Safety Act
- Motor Vehicle Tire Safety Act
- National Transcontinental Railway Act
- Railway Relocation and Crossing Act
- Railway Safety Act
- Transportation of Dangerous Goods Act

Organizational Units and their Role

Overall responsibility for the direction of the affairs of the Department rests with the Deputy Minister, who is its permanent head and senior adviser to the Minister of Transport.

The following agencies report to Parliament through the Minister of Transport: the National Transportation Agency, the Grain Transportation Agency, Canadian National Railways, Canada Harbour Place Corporation, Marine Atlantic Inc., VIA Rail, The St. Lawrence Seaway Authority, Canada Ports Corporation, seven local port corporations and the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authorities.

PUBLIC AFFAIRS GROUP

Public Affairs forecasts and analyzes probable reactions to existing and proposed departmental plans, policies and programs. It is responsible for providing support for the implementation of the Department's aims and objectives by handling media relations and public information programs, including advertising, special publications and exhibits. It provides general information about the Department through headquarters facilities in Ottawa and regional offices in St. John's, Dartmouth, Moncton, Montreal, Quebec City, Toronto, Winnipeg, Edmonton and Vancouver. Contact may be made in person, by phone, or by writing to the public affairs officer at one of the following addresses:

Ottawa

Director General, Public Affairs
Tower C, 21st Floor
Place de Ville
Ottawa, Ontario
K1A 0N5
(613) 990-6138

Newfoundland Region

Director, Public Affairs
Transport Canada
Fort William Building, Suite 2000
10 Factory Lane,
P.O. Box 1300
St. John's, Newfoundland
A1C 5H6
(709) 772-4328

Maritime Region

Director, Public Affairs
Transport Canada
46 Portland Street, 7th Floor
P.O. Box 1013
Dartmouth, Nova Scotia
B2Y 4K2
(902) 426-3589

Regional Public Affairs Officer
Transport Canada
95 Foundry Street, 6th Floor
P.O. Box 42
Moncton, New Brunswick
E1C 8K6
(506) 857-7314

Quebec Region

Regional Director, Public Affairs
Transport Canada
Suite 4079
Montreal International Airport
P.O. Box 5000
Dorval, Quebec
H4Y 1B9
(514) 633-3404

Regional Public Affairs Officer
Transport Canada
104 Dalhousie Street, Room 414
P.O. Box 2055
Quebec, Quebec
G1K 4B8
(418) 648-7060

Ontario Region

Director, Public Affairs
Transport Canada
Suite 300
4900 Yonge Street
North York, Ontario
M2N 6A5
(416) 973-3277

Manitoba Region

Director, Public Affairs
Transport Canada
22nd Floor
333 Main Street
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6
(204) 983-6315

Alberta Region

Director, Public Affairs
Transport Canada
Suite 187, 12th Floor
Canada Place
9700 Jasper Avenue
Edmonton, Alberta
T5G 4E6
(403) 420-3810

British Columbia Region

Director, Public Affairs
Transport Canada
800 Burrard St., Room 641
Vancouver, British Columbia
V6Z 2J8
(604) 666-7016

REVIEW GROUP

The Review Group develops and co-ordinates the departmental Productivity Improvement Program and conducts special studies as directed by senior management. The Assistant Deputy Minister, Review, provides the Deputy Minister and senior management with independent, objective audits and reviews of departmental systems, functions and organizational units in order to improve the efficiency, economy and effectiveness of the management policies, practices and controls of the Department. Senior management is also provided with independent assessments and studies on the effectiveness of departmental accountability. The ADM fosters and promotes the development and implementation of performance measures through the provision of policy, guidance and advice. The ADM is also responsible for the departmental challenge function, which entails the assessment of all proposals with resource implications, prior to their submission to the Minister, Treasury Board or Cabinet.

SECURITY AND EMERGENCY PLANNING GROUP

The Security and Emergency Planning Group is the principal focus in the Department of Transport for co-ordinating the development and implementation of policies and programs to ensure the security and emergency readiness of the National Transportation System.

Security Policy, Planning and Legislative Programs Branch

This branch plans and develops policies, standards and legislation to ensure adequate levels of security for the National Transportation System, formulates the departmental position on international security activities, provides assistance in the implementation of transportation security policies, and develops the National Transportation Security Plan.

Security Operations Branch

This branch develops and recommends appropriate protective measures for Department assets and information. It is the principal departmental liaison with the RCMP and other police agencies on security and criminal matters. It has responsibility for headquarters' physical security, approves and monitors air carrier and airport security plans, develops standards for the use of security equipment and co-ordinates its acquisition, directs the departmental communications programs (Electronic Security, Electronic Data Processing Security and Technical Intrusion) and manages the Department's security research and development program. Finally, it ensures security training programs are delivered, and supervises Regional Directors, Security in achieving industry's compliance with required security measures.

Intelligence, Personnel Security and Security Training Branch

This branch implements the personnel security clearance program, co-ordinates intelligence and threat assessment activities for the protection of departmental assets and the National Transportation System, develops and co-ordinates departmental security awareness policies and directs the security training and development program.

Emergency Planning and SITCEN Operations Branch

This branch is responsible for the operation of the Situation Center (SITCEN), for planning and co-ordinating emergency preparedness exercises, co-ordinating multimodal crisis planning, and preparing, co-ordinating and maintaining Department of Transport wartime plans.

Regional Directors, Security

The six Regional Directors are responsible for inspecting and testing departmental security plans, policies, and standards and for identifying vulnerabilities in them. They monitor the effectiveness of site security exercises, carry out certification of security screening personnel, and ensure compliance of industry with transportation security legislation and regulations.

POLICY AND CO-ORDINATION

The Assistant Deputy Minister, Policy and Co-ordination (ADMPC), is responsible for the formulation, development and maintenance of the Department of Transport's long-range transportation objectives, strategies and policies. The ADM provides advice to the Deputy Minister on policies, programs and objectives which have implications for one or more modes of transport; on the management of transportation subsidy policy programs of the approved grants and contributions to organizations for transportation research and development; and on shared initiatives between private industry and various levels of government. The ADM advises the Minister on policy issues regarding Transport Crown Corporations, on the development and implementation of technological research and on the maintenance of the Department's external relations (federal, provincial, international and industrial). The ADM is supported by an associate assistant deputy minister and seven directorates. The ADM is also supported by seven regional directors who are responsible at the corporate level for communications activities, policy liaison, and non-operational program development and management in the regions.

Strategic Policy Directorate

This directorate prepares and monitors corporate-level strategic priorities and issues, identifies needs for amended or new policies, and directs the development of long-range multimodal transportation objectives and policies. It provides policy assessment, analysis services and advice on multimodal transportation issues, monitors and analyzes transportation systems and formulates system strategies, and prepares new or amended policies in response to policy assessments and analyses.

Co-ordination Directorate

This directorate directs departmental responses to complex issues that involve several departmental groups. It co-ordinates the Department's federal, provincial, industrial and international relations, acts as the focal point for the management of the regional directors and has overall responsibility for the negotiation and management of economic and regional development transportation sub-agreements. It also develops policies and programs concerned with transportation facilities for the handicapped, and co-ordinates, analyses and advises on matters concerning Crown corporations. As well, it is responsible for the Departmental Secretariat, which provides comprehensive co-ordination systems for the development and scheduling of policies through the departmental and Cabinet decision-making process. The Secretariat also prepares parliamentary returns and provides briefing services for the Minister, the Deputy Minister and senior departmental officials. The Director, Departmental Secretariat, is the departmental co-ordinator for privacy, access to information and human rights, and maintains a central consolidated registry of departmental statutes and regulations. In the Department of Transport, the federal government's information collection and public opinion survey program is co-ordinated by the Secretariat.

Research and Development Directorate

The Research and Development Directorate (which includes the Transportation Development Centre in Montreal) plans, programs and manages the Department's Core Research and Development Program comprising exploratory, long-term applications and sector-directed initiatives. This program is complemented by the Department's multimodal initiatives such as Energy Research and Development, and Transportation of the Handicapped and Elderly (research, development and demonstration). The Directorate is also responsible for strategic planning, policy, co-ordination and evaluation within the federal government relating to transportation research and development. The Transportation Development Centre manages an average of 300 active projects per year and serves as the Department's centre of expertise on research and development and transportation technology and innovation.

Economic Analysis Directorate

This directorate provides the Department with transportation statistics and forecasts, and analyzes these data for use in program planning and policy analysis by senior officials in the Department and develops and manages an economic research program in support of federal transportation objectives. As well, it provides economic analysis services to other senior managers in the Department and supports economic research in transportation at Canadian universities.

Marine Policy and Programs Directorate

The Directorate establishes policies, plans and programs for all aspects of water transportation assistance and associated services, over inland and coastal waters, as required by the federal government.

It develops international and domestic shipping policies, including international bulk and liner shipping policies, and policy with regard to a Canadian flag deep-sea fleet and to the need for defensive legislation. The activity also includes the development of Canadian positions in regard to the deliberations of international organizations (e.g. OECD, UNCTAD) and the development of domestic shipping policies, including such matters as coasting trade, economic regulatory policy and shipping engaged in offshore exploration and development. Further, this activity includes the provision of a corporate overview of policies developed elsewhere in the Department and their impact upon shipping and the marine environment, including operating policies.

Air Policy and Programs Directorate

This directorate is responsible for the development and implementation of the government's policy initiatives for domestic, transborder and international air transportation services, and for the development and administration of domestic air transportation subsidies. In particular, it is responsible for the preparation of mandate papers for the negotiation of bilateral air agreements. It must also provide on-going policy and program advice to the Minister of Transport on measures to ensure an appropriate framework that will permit air carriers to provide adequate and efficient air transportation services which will respond to the needs of the general public for air travel within Canada and internationally.

Surface Policy and Programs Directorate

This directorate is responsible for the development, formulation and implementation of the surface transportation policies and programs, and for the management of all operational, developmental and economic regulatory activities of the Department in support of surface transportation. This includes all railway freight policies and programs (including grain); all surface passenger transportation policies and programs, including the development and administration of rail passenger legislation and regulations and of federal policies and programs for intercity bus and urban transportation. It also includes all federal government policy applicable to trucking and motor coach transportation undertakings; and all highway policies and programs associated with the federal government, including negotiation and implementation of federal highway contribution agreements with the provinces.

Information about any of these directorates and their regional organization may be obtained from:

Ottawa

Assistant Deputy Minister, Policy and Co-ordination
Transport Canada
Place de Ville
Ottawa, Ontario
K1A 0N5
(613) 998-1880

Newfoundland

Regional Director
Policy and Co-ordination
Transport Canada
Suite 608, Atlantic Place
215 Water Street
P.O. Box 69
St. John's, Newfoundland
A1C 6C9
(709) 772-2586

Maritimes

Regional Director
Policy and Co-ordination
Transport Canada
P.O. Box 42
Moncton, New Brunswick
E1C 8K6
(506) 857-7570

Quebec

Regional Director
Policy and Co-ordination
Transport Canada
Montreal International Airport, Zone 4E
P.O. Box 5000
Dorval, Quebec
H4Y 1B9
(514) 633-3266

Ontario

Regional Director
Policy and Co-ordination
Transport Canada
4900 Yonge Street, Suite 300
Toronto, Ontario
M2N 6A5
(416) 224-3525

Manitoba and Saskatchewan

Regional Director
Policy and Co-ordination
Transport Canada
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6
(204) 983-7495

Alberta

Regional Director
Policy and Co-ordination
Transport Canada
9700 Jasper Avenue
Edmonton, Alberta
T5J 4E6
(403) 495-3816

British Columbia

Regional Director
Policy and Co-ordination
Transport Canada
800 Burrard Street, 6th Floor
Vancouver, British Columbia
V6Z 2J8
(604) 666-5859

PERSONNEL GROUP

The development and implementation of all departmental personnel policies and programs is planned and directed by the Assistant Deputy Minister, Personnel, whose responsibility it is to ensure the effective recruitment, compensation, utilization and retention of human resources in the Department.

Personnel Policy and Planning Directorate

The Directorate develops, promulgates and monitors policies, programs and services in the areas of human resource planning, official languages, employment equity, staffing, classification, organizational changes, harassment in the workplace and personnel management information. It also provides functional advice and assistance to managers, and exercises functional authority over twelve regions on all of those subjects, and represents the Department in dealings with central agencies.

Training Directorate

The Training Directorate is the central co-ordinating authority for training and development within the Department of Transport. The Directorate provides the policy framework for the management of the Department's training function, and the administrative infrastructure for the planning and control of departmental training activities and costs. It is also mandated to respond to technical and non-technical training requirements which are national in scope. In that respect, it is responsible for the management of two major training centres. The **Canadian Coast Guard College** prepares officer-cadets for a career as navigating or engineering officers in the Canadian Coast Guard. The **Transport Canada Training Institute** trains personnel in the technical, professional and management areas required to meet the needs of the Department when suitable courses are not available at other institutes of learning.

The Training Directorate also conducts research into training methodology and instructional techniques with specific emphasis on the field of transportation. In addition, it directs the co-ordination and implementation of inter-group training, and co-ordinates and controls the Department's involvement in international training programs. It ensures the quality and assesses the continuing validity of training programs and activities through a Training Evaluation and Review Division.

Staff Relations and Compensation Directorate

The Staff Relations Directorate assists departmental management in the development and maintenance of harmonious relationships between the Department and the eight unions representing employees of the Department. It also represents the interests of management in all aspects of staff relations as defined in the *Public Service Staff Relations Act*, Treasury Board policies and ministerial policies. The Staff Relations and Compensation Directorate mandate also includes functional direction and control over all compensation policies and procedures, issues and systems within the Department. In addition, the Directorate monitors the implementation and administration of conflict of interest policy, recommends necessary amendments, processes all cases identified as level 2 and submits recommendations to the Deputy Minister for a final decision. The Directorate also has functional control and responsiblity for the development and monitoring of policies, programs and procedures concerning occupational safety and health.

Senior Management Resourcing Division

The Directorate of Senior Management Resourcing (APM) reports to the Assistant Deputy Minister, Personnel, and is responsible for providing all personnel services to the Deputy Minister and his delegates in support of the management of the EX and SM population in the Department.

Regional Personnel Operations Directorate

Reporting to the Assistant Deputy Minister, Personnel, the Directorate provides a full range of personnel services and functions to all departmental employees through eleven regional personnel offices. It also ensures the feasibility of operational implementation in respect of all personnel policy proposals emanating from Personnel functional groups.

Regional Managers — Personnel Administration

The Regional Personnel Manager is responsible for the provision of a full personnel service to all regional management groups, (Aviations, Airports, Marine, Surface) and to Central Groups. As a member of several management committees, the Regional Manager is the focal point for advocacy of departmental personnel policies from corporate and regional perspectives. The Regional Manager participates on management teams with the various groups to ensure that regional needs are addressed, to resolve conflicts or to develop procedures and standards.

Information about this directorate can be obtained from:

Director General
Regional Personnel Operations
Transport Canada
Place de Ville
Ottawa, Ontario
K1A 0N5
(613) 991-6315

Aviation and Airports

Atlantic Region
P.O. Box 42
Moncton, New Brunswick
E1C 8K6
(506) 857-7302

Quebec Region
P.O. Box 5000
Dorval, Quebec
H4Y 1B9
(514) 633-3263

Ontario Region
4900 Yonge Street, Suite 300
Willowdale, Ontario
M2N 6A5
(416) 224-3116

Pearson International Airport
P.O. Box 6003
Toronto, Ontario
L5P 1B5
(416) 676-4606

Winnipeg Region
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6
(204) 983-4984

Edmonton Region
Suite 1100
Canada Place
9700 Jasper Avenue
Edmonton, Alberta
T5J 4E6
(403) 495-3883

Pacific Region
Room 220
800 Burrard Street
Vancouver, British Columbia
V6Z 2J8
(604) 666-5842

Marine

Newfoundland Region
P.O. Box 1300
St. John's, Newfoundland
A1C 6H8
(709) 772-5484

Maritimes Region
P.O. Box 1013
Dartmouth, Nova Scotia
B2Y 4K2
(902) 426-3915

Laurentian Region
104 Dalhousie Street
Quebec, Quebec
G1K 4B8
(418) 648-4219

Central Region
20th Floor, Toronto Star Building
One Yonge Street
Toronto, Ontario
M5E 1E5
(416) 973-3637

Vancouver Region
Room 602
224 Esplanade Avenue West
North Vancouver, British Columbia
V7M 3J7
(604) 984-3750

National Capital Region

Headquarters — Personnel Administration
Place de Ville
Podium Building
Ottawa, Ontario
K1A 0N5
(613) 990-5622

FINANCE AND ADMINISTRATION GROUP

The Assistant Deputy Minister (ADM), Finance and Administration, as the senior financial officer for the Department, is responsible for ensuring the provision of financial management, financial administration and accounting, management consulting services, matériel, contracting and facility management services, information management services and economic evaluation and cost recovery. The ADM is assisted by seven branch heads. Nine Regional directors located in each of nine regions across Canada report to the Director General of Regional Operations at headquarters.

AVIATION GROUP

The Assistant Deputy Minister, Aviation, directs the management of all operational, developmental, and regulatory activities of the Aviation Group in support of aeronautics, and maintains and promotes all aspects of air safety. The Group implements, on behalf of the Minister, Parts I and III of the *Aeronautics Act*. The ADM, Aviation, is assisted by four directors general and two directors in Ottawa. Three directors located in each of six regions across Canada report respectively to the Regulation, Navigation and Aircraft Services directorates. They direct the implementation of policies, programs and services within the region related to such functions as aviation regulation requirements, air navigation services and flight operations.

Air Navigation System Directorate

The Directorate provides, operates, and maintains Canada's air navigation system, which consists of a national system of airways, air traffic services and aeronautical information services. The Directorate plans, implements, monitors, and evaluates the performance of all aspects of the air navigation system. It also develops contingency plans for dealing with crisis situations affecting the system. The Directorate is divided into five branches:

The **Air Navigation System Requirements Branch** is responsible for the operational requirements, the levels of service, and the general integrity of the air navigation system. This includes airspace management, aviation weather facilities, en route and terminal aids, surveillance and communication systems, aerodrome certification and flight information services. The Branch also directs and manages policies and standards for the air navigation system as well as aeronautical information services and flight inspection.

The **Air Traffic Services Branch** develops and implements national policies for air traffic services and establishes systems and goals necessary to achieve the safe and efficient movement of air traffic within Canadian-controlled airspace and International Civil Aviation Organization (ICAO) airspace. It includes the Air Traffic Services Research and Experimental Centre in Hull, Quebec.

The **Technical Services Branch** is responsible for the co-ordination and effective utilization of telecommunications and electronics resources in the service and aid of civil aviation, to ensure the safety and efficiency of all flights operating in Canadian airspace. The Branch is also responsible for the design, development, installation, and maintenance of all electronic and computer-based systems required on a national basis to provide navigational surveillance, communications, airport security, and information systems.

The **Air Operations Contingencies Branch** is responsible for the development and co-ordination of civil aviation contingency plans designed to ensure the continued safe and orderly functioning of the air navigation system during disruptions caused by labour disputes, air disasters and terrorist activities. It is also responsible for maintaining an effective Air Operations Centre to serve as the focal point for the reception and distribution of air information and directives during an air-related crisis. Additionally, under the *Emergency Preparedness Act*, the Branch develops and maintains plans for the activation of the National Emergency Agency for Transportation (Air) NEATRAN (Air), the National Civil Aviation Information Centre (NCAIC) and the NATO Civil Aviation Support Requirements.

The **Program Planning, Co-ordination and Administration Branch** is responsible for the effective and efficient utilization of capital, operation and maintenance, and human resources by the Air Navigation branches at headquarters and the six regional organizations. The Branch is also responsible for ensuring compliance with federal government administrative policies and directives throughout the Directorate.

Aviation Regulation Directorate

The Directorate is responsible for all aspects of aviation safety, including: the preparation and enforcement of legislation; aviation occupational safety and health of aircraft crew members; the licensing of personnel, aircraft and airports; the certification of air services; the establishing and maintaining of airworthiness standards; the promotion of aviation safety; and the regulation of the transportation of dangerous goods.

The Directorate licenses all pilots, commercial operators, flying schools, airports, aircrafts, aircraft manufacturers and maintenance personnel. Civil aviation inspectors regularly examine all personnel and equipment they license to ensure that they meet safety standards and comply with the knowledge and skill requirements of the air regulations. The Directorate is divided into seven branches:

The **Flight Standards Branch** is responsible for standards, policies, procedures, and national programs for efficient promotion, regulation and control of civil aviation activities in Canada.

The **Airworthiness Branch** is responsible for the management of airworthiness programs, for approvals and for the continuing safety of all civil aeronautical products manufactured and operated in Canada. It also ensures the continuing airworthiness support for all Canadian manufactured aeronautics products used in foreign countries.

The **Enforcement and Legislation Branch** is responsible for the legislative development, promulgation and codification of aeronautical legislation, including the implementations of recommendations of a legislative nature made by the Commission of Enquiry on Aviation Safety. It is also responsible for the development and management of the Aviation Regulatory Enforcement Program, the standardization of aviation terminology, a substantive review and revamping of aeronautical legislation, and the attendant enforcement policies and procedures. The **Aviation Enforcement Division** is also responsible for the application of the *Canada Labour Code*, Part IV, in respect of aircraft in operation.

The **Civil Aviation Medicine Branch** provides medical advice and assistance in setting medical standards as well as in assessing the medical fitness of civil aviation personnel. It conducts aeromedical training sessions for aircrews, medical examiners and air traffic controllers. It identifies, co-ordinates and executes aeromedical research and development. It also provides advice on all problems relating to the health of air travellers.

The **International Aviation Branch** is responsible for the co-ordination of the development of Canadian positions, the participation of Canadian experts and the dissemination of information in relation to the technical activities of the International Civil Aviation Organization (ICAO), a United Nations agency that sets standards for the safety and efficient operations of international civil aviation for the 157 member states of the Organization. In this regard, the Branch also co-ordinates consultation with Canadian industry. The Branch is also responsible for international projects such as Canadian participation in the Commonwealth Air Transport Council and the Aviation Group's implementation of the Deputy Minister's priority, i.e. to support the export of Canadian transportation expertise and equipment.

The **Program Analysis and Review Branch** is responsible for the effective and efficient utilization of capital, operation and maintenance, and human resources by the Aviation Regulation branches at Headquarters and the six regional organizations. The Branch is also responsible for ensuring compliance with federal government administrative policies and directives throughout the Directorate.

The **Inspector/Engineer Training and Development Branch** is responsible for the design and the conduct of training programs in support of the Aviation Group operational requirements. Inspector/Engineer Training presently consists of three major areas of sequential and progressive development: Phase I — Basic Orientation Training which serves to introduce newly-appointed inspectors/engineers to the public service and to generalist duties; Phase II — Basic Specialty Training, designed to develop a qualified inspector/engineer capable of performing the basic duties of his/her assigned specialist area; Phase III — Advanced Specialty Training, which provides training in the inspector/engineer's specialist area.

Aircraft Services Directorate

The Directorate is responsible for the Department's fleet of 90 aircraft which is assigned to various tasks across Canada, such as inspection, training, and operations with the Canadian Coast Guard, including environmental protection against oil spills. The Directorate also provides aircraft services for other federal departments and agencies such as the Department of Energy, Mines and Resources and the Canadian Aviation Safety Board.

In addition, the Directorate owns, on behalf of the Canadian government, 17 Canadair CL-215 Water Bomber aircraft which are leased to six provinces, the Yukon and the Northwest Territories. The aircraft are used to combat forest fires. The Directorate also owns one de Havilland Dash 71R aircraft, which is operated under lease by a commercial air carrier in support of the Department of Environment's Ice Reconnaissance Program.

The Directorate is divided into seven branches: Flight Operations; Technical Services; Training, Special Projects and Operational Planning; Avionics Engineering and Design; Quality Assurance, Airworthiness Engineering and Safety System.

Policy, Planning and Resource Management Directorate

The role of the Directorate is to provide for the policy development, planning, management and reporting associated with the allocation and utilization of the Aviation Group's resources, in accordance with corporate policies and objectives. The responsibilities of the Directorate include developing group strategy to address corporate issues and assisting in the development, communication and management of the objectives of the Group. The Directorate is also responsible for the determination of financial and human resource needs; the review, challenge and presentation of all the Group's resource requirements; analysis and control of resource utilization; and the development of a co-ordination program for investment, operation and maintenance expenditures.

Aviation Safety Programs Branch

The role of the Aviation Safety Programs Branch is to contribute to the development of a safe National Air Transportation System (NATS) by: evaluating the ongoing safety performance of Canada's civil aviation activities; identifying safety hazards; providing aviation safety advice and information to senior Department managers to enable them to evaluate the efficient and strategic use of resources in order to fulfill their mandate; and conducting aviation safety promotional activities designed to prevent aircraft accidents by informing personnel within the aviation community about safe operating practices.

Information about any of these directorates may be obtained from:

TRANSPORT CANADA

Aviation Group
Transport Canada
Place de Ville
Ottawa, Ontario
K1A 0N8
(613) 990-3822

AIRPORTS AUTHORITY GROUP

The Airports Authority Group (AAG) is headed by an assistant deputy minister who is responsible to the Deputy Minister for the provision of civil airport facilities and services in Canada consistent with market demands and government objectives, including national emergency preparedness objectives.

The Group has an ongoing involvement at 222 airports across the country through ownership, operation, or the provision of an annual operating subsidy.

The Assistant Deputy Minister is assisted by a senior director general and five directors general at headquarters. The Director-General, Airports Operations, has operational responsibility for eight major international airports and for the provision of national direction for developing the other airports in the system and promoting their financial and managerial self-sufficiency. The Director-General, Airports Marketing is responsible for promoting revenue and commercial opportunities, both nationally and internationally. The Director-General, Airports Commercial Development, is responsible for property management and the administration of commercial agreements and contracts. The Director-General, Airports Corporate Management, co-ordinates all activities required for corporate direction, airports planning and policy development, and control of policies, standards and directives with an impact on resource levels and levels of services. The Director-General, Professional and Technical Services, is responsible for the life cycle management of airport facilities and protection of the environment, which includes executing the knowledgeable client function for engineering and architecture services provided by the Department of Public Works and the provision of specialist support services to the major federal airports and regions. Also reporting to the Assistant Deputy Minister is the Airport General Manager of Lester B. Pearson International Airport; the Director General, Montreal Airport Systems; the Airport General Manager, Vancouver International Airport; the Project General Manager, Terminal III, Toronto — Lester B. Pearson International Airport; and the Airport Management Studies Working Group responsible for processing Airport Devolution initiatives.

Reporting to the Senior Director General are six regional directors general who are responsible for all airport operations in their respective regions. Each regional director-general is assisted by a director of airport operations, a manager of resource management, a manager of safety and security services, a manager of commercial development, and a director of professional and technical services. Their responsibilities include airport programs, commercial development, property management, resource acquisition and management, and the knowledgeable client function for engineering and architecture services provided by the Department of Public Works and the provision of professsional and technical services. In addition, regional directors general have advisers on community relations and communications.

Information about the Airports Authority Group and the regional organizations can be obtained from:

Headquarters

Airports Authority Group
Transport Canada
Place de Ville
Ottawa, Ontario
K1A 0N8
(613) 990-3002

or from regional offices at the following addresses:

Atlantic Region

95 Foundry Street
P.O. Box 42
Moncton, New Brunswick
E1C 8K6
(506) 857-7315

Quebec Region

Montreal International Airport
P.O. Box 5000
Dorval, Quebec
H4Y 1B9
(514) 633-3254

Ontario Region

4900 Yonge Street, Suite 300
Willowdale, Ontario
M2N 6A5
(416) 224-3197

Central Region

333 Main Street
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6
(204) 983-4358

Western Region

Suite 1100
9700 Jasper Avenue
Edmonton, Alberta
T5J 4E6
(403) 495-3831

Pacific Region

800 Burrard Street
P.O. Box 220
Vancouver, British Columbia
V6Z 2J8
(604) 666-5849

MARINE GROUP/CANADIAN COAST GUARD

The Assistant Deputy Minister/Commissioner of the Canadian Coast Guard is responsible for the development, provision and operation of a safe and efficient national marine transportation system in support of government marine objectives. As such, the ADM/Commissioner is the focal point for marine affairs.

TRANSPORT CANADA

The Group is responsible for major operational programs, safety and regulatory matters, and changes and amendments to relevant legislation, such as the *Canada Shipping Act*, the *Arctic Shipping Pollution Prevention Act* and the *Navigable Waters Protection Act* to ensure the proper enforcement of the marine regulatory system.

A description of the organization and responsibilities of The St. Lawrence Seaway Authority, Canada Ports Corporation and the four Pilotage Authorities, as well as the records held by them, are provided elsewhere in this register.

Harbours and Ports Directorate

The Directorate administers public harbours and port facilities serving commercial water transportation interests, and provides functional direction to the regions in these areas. It also serves as a focal point for harbour commissions' interests with the federal government.

Aids and Waterways Directorate

The Directorate develops and recommends operational policies for the provision of aids to marine navigation; provides functional direction to the Canadian Coast Guard regions for marine aids to navigation and vessel traffic services; reviews and approves works in navigable waters; and directs the development of commercial navigable waterways. It prepares legislation and regulations for marine aids to navigation, vessel traffic services and the *Navigable Waters Protection Act*. It is also responsible for the custody and disposal of wrecked vessels.

Telecommunications and Electronics Directorate

The Directorate develops and recommends policies for the provision of maritime mobile safety communications, directs the operation of the Coast Guard radio station network and the radio navigation system, and directs the provision of all telecommunications and electronics systems utilized by the Coast Guard. It also prepares legislation and regulations for the performance and inspection of radio equipment fitted in ships for safety purposes.

Fleet Systems Directorate

The Directorate develops national policies and plans for the composition, operation and maintenance of the Canadian Coast Guard Fleet, which provides marine users with ice-breaking and ice-escort services, gives support to other functions, such as aids to navigation, and participates in research and sea rescue activities.

Search and Rescue Directorate

The Directorate develops, maintains, and ensures the efficient operation of facilities and services to minimize loss of life and personal injuries in the marine environment as a result of search-and-rescue incidents.

Ship Safety Branch

The Branch develops and applies safety standards for the design, construction, operation and maintenance of ships, Mobile Offshore Drilling Units (MODU) and air-cushion vehicles, as well as for their machinery and equipment, for navigation, for handling and stowage of cargo, for the qualification and certification of ships, MODU and air-cushion vehicle personnel, and for the prevention of pollution by ships. It also participates in the development of international codes, conventions and regulations concerning marine safety, and maintains registries of vessels and ships' personnel.

Emergencies Branch

The Branch is involved in clean-up of pollution from shipping and acts as a resource agency for marine pollution incidents from other sources. It evaluates, acquires, and maintains the Coast Guard's pollution counter measures equipment and regularly provides exercises for the Coast Guard and other personnel.

Northern Branch

The Branch develops and implements policies and plans for the establishment of an all-season Arctic operational region. Responsibilities include: the provision of ship safety inspections north of 60°North; pollution prevention responsibilities under the *Arctic Waters Pollution Prevention Act* (AWPPA) in regard to ships; the administration of a research and development program to update regulations and standards; the co-ordination of an annual Eastern Arctic Sealift to resupply northern settlements and defence sites; and the development of navigation systems policies and practices. The Branch also provides liaison with other government departments, northern governments, interest groups and Inuit communities on subjects such as: processes, sovereignty issues, ship support to offshore exploration, ship trials, experimental voyages, and season extension permissions. The Polar Class 8 Project Office, associated with the Branch, is responsible for delivery of the world's largest icebreaker, under the terms and conditions of a major Crown project.

Information about any of these activities may be obtained from:

Office of the Assistant Deputy Minister (Marine)
Commissioner of the Canadian Coast Guard
Department of Transport
Canada Building
344 Slater Street
Ottawa, Ontario
K1A 0N7

or from regional offices of the Canadian Coast Guard at the addresses listed below:

Laurentian Region

Regional Director-General
Canadian Coast Guard
P.O. Box 2055
Quebec Terminus
Quebec, Quebec
G1K 7M9
(418) 648-4158

Central Region

Regional Director-General
Canadian Coast Guard
Toronto Star Building
One Yonge Street, 20th Floor
Toronto, Ontario
M5E 1E5
(416) 973-3635

Maritime Region

Regional Director-General
Canadian Coast Guard
Twin Towers
Royal Bank Building
46 Portland Street
P.O. Box 1013
Dartmouth, Nova Scotia
B2Y 4K2
(902) 426-3907

Newfoundland Region

Regional Director-General
Canadian Coast Guard
34 Harvey Road
P.O. Box 1300
St. John's, Newfoundland
A1C 6H8
(709) 772-5150

Western Region

Regional Director-General
Canadian Coast Guard
224 Esplanade Avenue West
North Vancouver, British Columbia
V7M 3H7
(604) 984-3700

SURFACE GROUP

The Assistant Deputy Minister, Surface, directs: the development, implementation and monitoring of policies and programs concerning railway safety, road safety, motor vehicle regulation, and transport of dangerous goods. The Assistant Deputy Minister, Surface, also directs the development and updating of emergency plans and procedures for the surface transportation modes as well as their implementation during national emergencies.

The Surface Group is divided into three directorates and two branches.

Railway Safety Directorate

The Directorate administers the *Railway Safety Act*, implements safety aspects of the national transportation policy, and co-ordinates all programs relating to railway safety in Canada. The main responsibilities include development and enforcement of regulations, rules, standards and procedures governing safe railway operations in Canada. As well, it administers federal government funding programs designed to improve the safety of railway operations, including improvements to grade crossing warning systems and the construction of grade separations.

Road Safety and Motor Vehicle Regulation Directorate

The Directorate co-ordinates federal government activities in motor vehicle and traffic safety in order to reduce deaths, the severity of injuries, health impairment, property damage, and fuel consumption. Principal responsibilities include development and enforcement of mandatory safety standards for motor vehicles, development of road safety countermeasures, liaison with motor vehicle agencies in other countries, management of the Motor Vehicle Test Centre and fuel economy programs, and participation in co-operative federal-provincial road safety programs.

Transport of Dangerous Goods Directorate

The Directorate administers the national Transportation of Dangerous Goods (TDG) program to promote public safety in the transportation of dangerous goods by all modes of transport throughout Canada. Activities include the development of standards and regulations and enforcement of the regulations governing the handling, offering for transport, transportation and in-transit storage of dangerous goods. It co-ordinates federal-provincial/territorial activities to ensure consistent Canada-wide delivery of the dangerous goods program as it relates to the highway mode of transport and interfaces with the other modes; and administers the availability of emergency response information through the operation of CANUTEC, a 24-hour emergency response and information centre for chemical transportation accidents. (To contact CANUTEC in case of an emergency, call collect (613) 996-6666. For information, call (613) 992-4624.) The Directorate publishes a *Dangerous Goods Newsletter* and a number of awareness and explanatory brochures which can be obtained from the Publication Co-ordinator, Transport of Dangerous Goods Directorate, Transport Canada, 344 Slater Street, Canada Building, Ottawa, Ontario K1A 0N5, or by telephoning (613) 998-6539.

Surface Emergency Planning and Operations Branch

The Branch develops the contingency plans, procedures, organizations and facilities necessary to ensure the efficient and effective operation of rail, ferry and highway transportation systems and facilities that are essential to the national transportation system during periods of national crisis, international tension or war.

Resource Management and Executive Services Branch

The Branch provides effective resource management as well as executive and co-ordination services to assist the surface group.

Information about any of these groups may be obtained from:

Assistant Deputy Minister
Surface Group
Transport Canada
Canada Building
344 Slater Street
Ottawa, Ontario
K1A 0N5
(613) 998-1879

Manuals

(Review Group)
- Internal Audit Manual

(Security and Emergency Planning Group)
- Security and Emergency Planning Group Inspection and Enforcement Program
- Transport Canada Alert Book (TP-8550E)
- Transport Canada National Emergencies Book (TP-8231E)
- Transport Canada Security Manual (TP-789), and related Security Bulletins

TRANSPORT CANADA

(Policy and Co-ordination Group)
- A Model for Forecasting Air Travel Demand Between Canada and Abroad (TP-6184E)
- Air Traffic Review (TP-1715)
- An Evaluation of the Forecasting Accuracy of Aviation Activity Forecasts (TP-9032E)
- An Evaluation of the Forecasting Accuracy of the Domestic Module of PODM (Passenger Origin-Destination Model) (TP-8183E)
- An Update of the PTAM (Passenger Traffic Allocation Model) Objective Functions Coefficients (TP-6478E)
- Aviation Aggregate Demand Indicators (TP-9589E)
- Aviation Industry Review (TP-9764E)
- CATA (Canadian Air Transport Administration) Aviation Forecast (TP-2989E)
- CATA (Canadian Air Transport Administration) National Aviation Forecasting Models and Other Forecasting Methods (TP-2046E)
- Combination of Forecasts (TP-6624E)
- Final Report on the Use of Annual Inputs in PTAM (Passenger Traffic Allocation Model) (TP-6334E)
- Forecast Reports on Major Airports
- In-House Definitions Manual (TP-1369E)
- Marine Forecast Reports
- Models for Forecasting Hours Flown (TP-7388E)
- Models for Forecasting Regional Air Passengers and Itinerant Aircraft Movements (TP-7389E)
- PODM: Air Passenger Origin-Destination Forecasting Model (TP-2195E)
- Proceedings CATA (Canadian Air Transport Administration) Aviation Forecasts Conference (TP-3488E)
- PTAM: The Passenger Traffic Allocation Model Summary Report (TP-2411E)
- Reports on the Forecasting System (including model descriptions)
- Senior Management Meeting Report (TP-8227)
- Short-Term Passenger and Movement Forecasts (TP-9593E)
- TDC Research and Development Operation Plan (TP-5474)
- TDC Project Procedures Manual (TP-2108E)
- The Accuracy of Some Socioeconomic Forecasts used as Input to PODM (Passenger Origin-Destination Model) (TP-9400E)
- The Canadian General Aviation Dynamics Model (TP-3775E)
- The Recalibrated Passenger Origin-Destination Model (PODM) Summary Report (TP-3215E)
- The Relationship of Quality of Service to Air Travel Demand (TP-4907E)
- The Respecification and Recalibration of PODM (Passenger Origin-Destination Model) (TP-7327E)
- The 1980 Canadian General Aviation Activity Survey Summary Report (TP-3221E)
- Transport Canada Aviation Forecast 1986-1996 (TP-7960E)
- Transport Canada Aviation Forecast 1988-2001 (TP-7960E)
- Transport Canada Corporate Priorities (TP-6620)
- Transportation Development Centre (TDC) Project Directory (TP-1936E)

(Personnel Group)
- Annual Training Plan (TP-6915)
- Calendar of Courses — Cornwall/Sydney (TP-920)
- Personnel Bulletins — Transport Canada (TP-1030)
- Transport Canada In-House Training and Development Program Calendar NCR) (TP-2038)
- Transport Canada Personnel Manual (TP-116)

(Aviation Group)
- Aeronautics Act Amendments, an Overview (TP-7748)
- Aeroplane Private and Commercial Pilot Licences, including Helicopter to Aeroplane Pilot Licences (TP-5717)
- Air Carrier Certification Manual (TP-4711)
- Air Carrier Check Pilot Manual (TP-3646)
- Air Carrier Inspector Manual — Large Aeroplanes (TP-4827)
- Air Carrier Inspector Manual — Rotorcraft (TP-4357)
- Air Carrier Inspector Manual — Small Aeroplanes (TP-3783)
- Aircraft Maintenance Engineer Licence (TP-3043)
- Aircraft Maintenance Manual — seven volumes
- Air Navigation Resource and Project Synopsis (TP-3135)
- Air Traffic Control Procedures and Pilot/Controller Responsibilities Examination (TP-2900)
- Airworthiness Directives
- Airworthiness Manual
- Application for Horizontal Separation (TP-2479)
- ATS Management Directive (ATMD) (TP-941)
- Aviation Occupational Safety and Health Compliance Manual (TP-7886E)
- Canadian Commercial Air Service Operations Certification Requirements and General Information (TP-8880)
- Civil Aeronautics Jurisprudence (TP-4311)
- Community Airport Radio Stations — Arctic Observation Communication Certificate Program
- Community Airport Radio Stations — Telecommunications Guidelines for Community Aerodrome Radio Stations
- Control Tower Site and Design Standards (TP-210)
- Dangerous Goods — Inspector's Handbook (TP-385)
- Digest of Civil Aeronautics Jurisprudence (TP-4312)
- Enforcement Manual (TP-3352E)
- Enforcement Manual (TP-3352)
- Engineering and Inspection Manual, Parts I and II (TP-51-2-1-2)
- Engineering and Inspection Manual, Part III (TP-51-2-3)
- Flight Attendant Manual (TP-3693)
- Flight Engineer Licence (TP-4831)
- Flight Instructor Guide (TP-975)
- Flight Instructor's Guide — Part I (TP-4417E)
- Flight Instructor Rating — Aeroplane (TP-2810)
- Flight Navigator Licence (TP-3614)
- Flight Operations Manual, Fixed Wing Aircraft (TP-3463)
- Flight Operations Manual, Helicopters (TP-3493)
- Flight Services Specialist Supplementary Training — Aviation Weather Information Service
- Flight Test Standards and Guide — Multi-Engine Class Rating Aeroplane (TP-219)
- Flight Test Guide — Private and Commercial Pilot Licence Aeroplanes (TP-2655)
- Flight Test Guide — Private and Commercial Pilot Licence Helicopters (TP-3077)
- Flight Training Manual (TP-1102)
- Flying the Weather VFR (TP-3115)
- Glider Pilot Licence (TP-876)
- Guidance Manual for Application of Air Navigation Order, Series 1, No. 2 (TP-3640)
- Helicopter Maintenance Engineer Shipboard Manual (TP-4986)
- Helicopter Study and Reference Guide for Private and Commercial Pilot Licences, including Aeroplane to Helicopter Pilot Licence (TP-2476)
- Holding Criteria Document (TP-345)
- ICAO Accident Prevention Manual
- ICAO Annex 13
- ICAO Investigation Manual
- ICAO Search and Rescue Manual
- Instrument Procedures Manual (TP-2076)
- Instrument Rating (TP-691)
- List of Civil Aviation Publications (TP-3680)
- Manual of Equipment, Part I: Radar (TP-541)
- Manual of Equipment, Part 2: Operational Information Display
- Manops, Vols 1 and 2 Eng. (TP-703) Inc. ATSD (TP-943) ATSI (TP-942)
- Manops, Vols 2 to 8 inclusive, and ATC Training Program, Vols 1 to 6 inclusive
- Manual of Special Aviation Events (TP-389)

- Master Index of Telecommunications and Electronics Specifications (TP-2322)
- Master Index of Telecommunications and Electronics Standards and Procedures (TP-923)
- Micro Computer NEF System Users Manual (TP-6907E)
- Minister's Representative Manual — Aviation Group Procedures for Responding to CASB Investigations
- National Search and Rescue Manual
- NEF System Users Manual (TP-6012E)
- Notices to Aircraft Maintenance Engineers and Aircraft Owners (TP-4914)
- Objectives, Organization and Policies Document, Volume III, (TP-1838E)
- Personnel Licensing Handbook: Volume 1 — Flight Crew (TP-193), Volume 2 — Aircraft Maintenance Engineers and Air Traffic Controllers (TP-194), Volume 3 — Medical Requirements (TP-195)
- Personnel Licensing Medical Procedures Manual (TP-1794)
- Personnel Licensing Procedures Manual (TP-2943)
- Plan for the Security Control of Air Traffic and Air Navigation Aids (SCATANA) (TP-1258)
- Radar Flight Check Manual (TP-1334)
- Radio Operator Training Objectives — Basic Training
- Rule-Making Policies and Procedures Manual (TP-2713)
- Safe Manual (System Analysis and Functional Evaluation)
- Self-Paced Study Package for the Flight Instructor Guide — Section I (TP-4416)
- Senior Commercial and Airline Transport Pilot Licence (TP-690)
- Sport Parachuting (TP-5668)
- Technical Services Standards and Procedures
- Telecommunications and Electronics Standards and Procedures (TESP's)
- Ultra-light Aeroplane and Hang Glider Information Manual (TP-4310)

(Airports Authority Group)

Manuals associated with the Airside Vehicle Operations Permit System

- Airport Traffic Directives for the Operation of Vehicles on Airport Movement Areas (TP-2633)
- Manual on Airside Vehicle Operators Permit (AVOP) System (TP-7596)

(Marine Group/Canadian Coast Guard)

- Arctic Marine Emergency Plan
- Canadian Aids to Navigation System
- Careers — Canadian Coast Guard
- CCG Careers: Engineering Technician, Electronics Technician, Marine Traffic Regulator, Professional Engineer
- Code of Nautical Procedures and Practices
- Diving on Shipwrecks
- Examination and Certification of Masters and Mates (Publication Examination — 1979 ed)
- Equivalent Standards for Fire Protection of Passenger Ships
- Guide for Customs Officers — Canada Shipping Act
- Guide to Helicopter/Ship Operations
- Hydraulics Research Centre
- Index to Notices to Mariners (annual)
- International Code of Signals
- Joint Canada/US Marine Pollution Contingency Plan
- List of Lights, Buoys and Fog Signals (4 Vol: Atlantic, Newfoundland, Inland, Pacific)
- List of Wrecked Vessels
- Marine Automation Standards for Remote and Automated Control Systems in Ships
- National Marine Emergency Plan
- National Training Plan: Coast Guard Emergencies
- Navigable Waters Application Guide
- Navigating Appliances and Equipment Standards
- New Canadian Buoyage System
- Notices to Mariners (weekly, annual)
- Plastic Piping Standards
- Radio Aids to Marine Navigation
- Routing Standards
- Ship Safety Electrical Standards
- Standard Marine Navigational Vocabulary
- Standard for the Control of Gas Hazards in Vessels to be Repaired or Altered
- Standards for Navigation Lights, Shapes, Sound Signal Appliances and Radar Reflectors
- Standards for Radio Installations and Related Equipment,1981
- Standards Respecting Noise Control and Hearing Protection in Canadian Towboats over 15 Tons, Gross Tonnage
- Standards Respecting Mobile Offshore Drilling Units (MODU)
- Structural Fire Protection Standards: (1) Testing and Approval Procedures (2) List of Approved Products
- Summary of (T) and (P) Notices to Mariners (annual)
- TERMPOL Code (2nd edition) Code of Recommended Standards for the Safety and Prevention of Pollution for Marine Transportation Systems and Related Assessment Procedures
- Vulnerability of Bridges in Canadian Waters

(Surface Group)

- Defect Investigation Procedures (TP-6891)
- Motor Vehicle Test Centre — Facilities and Services Description
- Motor Vehicle Test Centre Fees Order (SOR/86-191)
- Transport of Dangerous Goods Supervisor — Instructor Manual (TP-8528E)

Additional Information

For further information about the Department, its programs and functions, consult the addresses listed in "Organizational Units and their Role".

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information Co-ordinator
Department of Transport
Place de Ville, Tower C
Ottawa, Ontario
K1A 0N5
(613) 993-6161

Reading Room

The Office of the Access to Information Co-ordinator, located at the above address, and the Department's libraries have been designated under section 71 of the *Access to Information Act* as reading rooms where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The addresses of the libraries are:

TRANSPORT CANADA

Headquarters

Transport Canada Library and Information Centre
Place de Ville
Tower C, 2nd Floor
Ottawa, Ontario

Atlantic Region

Transport Canada (Marine Group)
Regional Library
34 Harvey Road
St. John's, Newfoundland

Transport Canada (Marine Group)
Regional Library
46 Portland Street
Dartmouth, Nova Scotia

Transport Canada (Aviation Group)
Regional Library
95 Foundary Street
P.O. Box 42
Moncton, New Brunswick

Quebec Region

Transport Canada (Marine Group)
Regional Library
104 Dalhousie Street
Quebec City, Quebec

Ontario Region

Transport Canada (Aviation Group)
Regional Library
4900 Yonge Street
Willowdale, Ontario

Prairie Region

Transport Canada (Aviation Group)
Regional Library
333 Main Street, 16th Floor
P.O. Box 8550
Winnipeg, Manitoba

Transport Canada (Aviation Group)
Regional Library
9820 — 107th Street
Edmonton, Alberta

Pacific Region

Transport Canada (Marine Group)
Regional Library
224 West Esplanade
North Vancouver, British Columbia

Transport Canada (Aviation Group)
Regional Library
800 Burrard Street
P.O. Box 220
Vancouver, British Columbia

Classes of Records

DOT/PPD-005

Strategic Planning

Description: Information on the departmental strategic planning process and on corporate priorities as well as the periodic review of departmental objectives.

DOT/PPD-010

Strategic Policy Development

Description: Information on policy development services and advice on multimodal transport issues, monitoring and analyzing transport systems and formulating system strategies and proposals for government action as appropriate.

DOT/COD-015

Conferences and Committees

Description: Information on all conferences, committees and associated sub-committees in which the Department collaborates with other federal departments, agencies of other governments both national and international, international organizations and industry groups. *Topics:* Committees and conferences (interdepartmental, intergovernmental, international); organizations (e.g., OECD, ECMT, ECE, UNCTAD). ***Retrievability:*** Files arranged by subject or name of committee; government; governmental department or agency; organization.

DOT/COD-020

Transportation of Disabled Persons

Description: Information on activities related to the implementation of the federal policy on transportation of disabled persons and senior citizens; research, development and demonstration; Minister's Committee on Transporation for Disabled Persons and Federal/Provincial/Territorial Committee on Road Transportation for Disabled Persons. *Topics:* Federal policy on transportation of disabled persons and senior citizens; research, development and demonstration; public education; Accessible Vehicle Acquisition Program.

DOT/COD-025

Crown Corporations

Description: Information on the Crown corporations, their components and subsidiaries, corporate plans, acquisitions and divestiture proposals; central agency and departmental policies on Crown corporations. *Topics:* Transport Canada Crown corporations; subsidiaries; acquisitions; financing; corporation plans; legislation.

DOT/ACE-030

Appeals from NTA Decisions

Description: Information on individual appeals filed with the Minister of Transport, and petitions filed with the Governor in Council concerning National Transportation Agency decisions, pursuant to sections 25 and 64 of the *National Transportation Act, 1967* and sections 64 and 258 of the *National Transportation Act, 1987*. *Topics:* Notices of appeal; submissions of appeals; answers and replies; analysis and recommendations to Minister; ministerial opinions; petitions; interventions; recommendations to council; Orders-in-Council.

DOT/TDG-035

Dangerous Goods

Description: Information on policies, regulations, education programs and administrative matters relating to the transportation and handling of dangerous goods. *Topics:* Dangerous Goods and Regulations; commodities; engineering and safety standards; type of packaging; nature and application of permit; enforcement; training and certification; awareness and information; CANUTEC; evaluation and analysis; liaison and agreements; committees and task forces; advisory board; education programs; inspections.

DOT/RDD-040

Research and Development

Description: Information dealing with departmental, federal, sectoral and international transportation research and development policies and programs. *Topics:* Government policies affecting research and development in transport; microelectronic applications; transportation of dangerous goods; aeronautics; Arctic marine and ice-related technology; alternative fuel use in automotive, rail and marine applications; rail freight and rail passenger; highway; urban transit technologies; transportation of disabled persons; and energy programs.

DOT/COD-045

Legislation

Description: Information on all legislation, federal, provincial, municipal or foreign, to which the Department is subject and which it must implement.

DOT/COD-050

Access to Information and Privacy; Human Rights; Information Collection and Public Opinion Research

Description: Institutional policies and procedures concerning information on access to departmental records, the protection of the privacy of individuals, human rights, and the paperburden reduction program. *Topics:* access to personal records; human rights; information collection and public opinion research.

DOT/COD-055

Parliamentary Affairs

Description: Information on written and oral questions in Parliament and other information required by Parliament, its committees, or other government institutions. *Topics:* Order Paper questions; oral questions; motions for production of papers; tabling of annual reports and returns; special committee of council; Standing Joint Committee on regulations and other statutory instruments.

DOT/COD-060

Regulatory Activities (L1502 Block 5250, Series 5003)

Description: Information on the monitoring of departmental rule-making, participation in projects involving departmental statutes and subordinate legislation, and the implementation of systems and procedures to provide departmental users and the private sector with consolidated regulatory material. *Topics:* Regulatory reform; regulations consolidation; central registry for regulations and statutory instruments; regulations held on microfiche.

DOT/AAN-070

Air Navigation System Requirements

Description: Information on air navigation systems and aids; on planning and policy for aerodromes, airspace, ANS services and facilities and aviation weather. *Topics:* Aerodromes; ANS levels of service; aeronautical publications; aviation weather requirements; flight inspection and calibration; and navigation aids.

DOT/DAT-075

Air Traffic Services

Description: Information on research, development, implementation, and maintenance of national policies, systems and procedures for safe and efficient air traffic services and control within Canadian-controlled airspace. *Topics:* Area control; airport control; terminal control; information and supplementary services; research and development. *Retrievability:* Files arranged by subject and geographically by site and oceanic codes or areas. *Storage Medium:* EDP systems.

DOT/DFS-080

Technical Services

Description: Information on the establishment, operation, and maintenance of stations and systems that provide communications and electronic navigation aids to civil aviation, including procurement of equipment, broadcast services, and airport advisory services. *Topics:* Establishment; construction; operation; maintenance; services; building site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security; and frequencies. *Retrievability:* Files arranged by subject, and geographically by site codes. *Storage Media:* EDP systems and microfilm.

DOT/AAG-085

Airports

Description: Information on civil airports, heliports, and STOL ports. *Topics:* Planning, establishment, design, construction, maintenance, operation and requirements of airports; site acquisition, including environmental considerations and grants; equipment; services; utilities; facilities; concessions and leases; claims; buildings; safety; licencing; policing and security; fire protection and rescue; and catering and messing. *Storage Media:* EDP systems and microfilm.

DOT/AAA-090

Flight Operations

Description: Information on types of aircraft operated by the Department. *Topics:* Flight operations; technical services; quality assurance; training and systems safety.

DOT/DLC-095

Air Traffic Operations (5250, 5258, 5260 Block)

Description: Information on the development of policies, rulings, and rates for air carriage of freight, mail, and passengers. It includes details of operations and certificates of commercial airline companies, flying clubs and schools, and Air Canada. *Topics:* Express and freight; air carriage of mail; passenger traffic; airline companies; flying clubs; flying schools; operating certificates; and Air Canada. *Retrievability:* Files are arranged by subject, airline company, flying club, or school.

DOT/DLC-100

Aircraft (5008)

Description: Information on aircraft inspections, operations, types of aircraft. *Topics:* Registration, inspection and operation. *Retrievability:* Files arranged by subject and aircraft markings. *Storage Media:* EDP systems and microfilm.

DOT/DLC-105

Examinations and Certificates (5802)

Description: Information on personnel licensing standards, including examinations and certification for air pilots, flight engineers, flight navigators, aircraft maintenance engineers and air traffic controllers. *Topics:* Licensing standards; examinations; certificates; air pilots; flight engineers; flight navigators; aircraft maintenance engineers; air traffic controllers. *Retrievability:* Files arranged by subject of licensing standards and examinations, name of air pilots, flight engineers, flight navigators, aircraft maintenance engineers and air traffic controllers, or applicant for licences. *Storage Media:* EDP systems and microfilm.

TRANSPORT CANADA

DOT/DAB-110

Civil Aeronautical Products — Safety and Approval (5010, 5201, 5012 Block)

Description: Information on aircraft dealers, types and specifications, tests and approval of aircraft material and equipment. *Topics:* Type of aircraft; type of engine; material and equipment by aircraft dealers, certificates of airworthiness for aircraft and parts. *Retrievability:* Files are arranged by individual company and aeronautical product.

DOT/DSP-115

Aviation Safety

Description: Information on the administration of national air transportation safety programs. *Topics:* Safety promotion projects such as Pilot Decision Making; Company Aviation Safety Management and Human Factor programs; survival and rescue surveys; research and analysis data; educational materials — posters, pamphlets, videos, films. *Retrievability:* Files arranged by subject and project.

DOT/ABS-120

Air Transportation Security

Description: Information on airport and air carrier security. *Topics:* Restricted areas; passenger screening; air carriers; airports; legislation; regulations; policies; agreements; procedures; ICAO; security programs; security equipment; inspections; enforcement.

DOT/DEL-125

Enforcement Policy and Procedures (5003, L1502 Block)

Description: Information on enforcement policy, procedure, case histories, air regulations and air navigation orders. *Topics:* Air regulations; air navigation orders; enforcement cases. *Retrievability:* Files arranged by subject and enforcement case.

DOT/DAM-130

Aviation Medicine (5320 Block, 5802 Series)

Description: Information on airline associations, organizations, regional medical officers, medical examiners, standards, examinations, research, medical records of civil aviation personnel. *Topics:* First aid kits; flight time limitation and fatigue; regional medical officers and examiners; medical equipment; medical records of civil aviation personnel. *Retrievability:* Files arranged by subject and name. *Storage Media:* EDP systems and microfilm.

DOT/MPH-135

Harbours and Ports

Description: Information on the establishment, administration, development, operation and maintenance of ports and harbours, including the establishment and collection of user charges. *Topics:* Facilities; studies; harbours and ports; headlines; harbour masters; property records; rules and regulations; tariffs and fees; returns and refunds. *Retrievability:* By subject and geographic name of harbour or port.

DOT/MPH-140

Wharves

Description: Information on the administration, operation and maintenance of marine facilities under the jurisdiction of the Harbours and Ports Directorate, including the planning and development of port facilities and the establishment and collection of tariffs. *Topics:* Administration; rules and regulations; tariffs and fees; leases; inspections and wharf-owners.

DOT/MCI-150

Marine Casualties and Accidents

Description: Information on casualties and accidents, investigations, reports, cargoes, and wrecks. *Topics:* Rules; regulations, casualty statistics; cargo and equipment losses; investigations; reports, collisions, groundings; founderings. *Retrievability:* Files arranged by subject, names of vessels and areas of occurrence. *Storage Medium:* EDP systems.

DOT/MAW-155

Aids to Navigation — Marine

Description: Information on the establishment, operation and maintenance of fixed and floating marine navigation aids. *Topics:* Buoys; lights; beacons; fog signals; notices to shipping; notices to mariners; site acquisitions; buildings; structures; service contracts and vessel traffic services. *Storage Media:* EDP systems and microfilm. *Retrievability:* By subject and geographic site.

DOT/MAW-160

Navigable Waters — Protection

Description: Information on policies and regulations, and applications and approvals for industrial and other construction plans affecting navigable waters. *Topics:* Applications for approval; approval of construction; types of work; designation of navigable waters. *Retrievability:* Files arranged by subject, individuals or companies, waterway, geographic location, type of building or work. *Storage Media:* Microfilm, files, computerized data bank.

DOT/MAW-165

Waterways

Description: Information on water levels and gauges, St. Lawrence waterways and the Canso Canal. *Topics:* Water levels and gauges; St. Lawrence waterways; Canso Canal; and St. Lawrence ship channel.

DOT/MAW-170

Navigable Waters — Obstructions

Description: Information on obstructions in navigable waters. *Topics:* Obstructions in navigable waters; wrecks and derelicts. *Retrievability:* Files arranged by subject, individual, company, geographic location, waterway, type of obstruction or names of derelicts or wrecked vessels. *Storage Media:* Microfilm, computerized data bank, lists and files.

DOT/MTE-175

Telecommunications and Electronics — Marine

Description: Information on the establishment, operation and maintenance of stations and systems that provide communications and electronic navigation aids to the Canadian Coast Guard and marine transportation, including design and procurement of equipment. *Topics:* Establishment; construction; operation; maintenance; services; buildings; site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security and frequencies. *Retrievability:* Files arranged by subject, geographical location and name of Coast Guard ship. *Storage Media:* EDP systems and microfilm.

DOT/MFS-180

Ships — Canadian Government

Description: Information on the operations, functions and services performed by the Canadian Coast Guard fleet, such as northern supply operations, support to aids to navigation, icebreaking and search-and-rescue. This includes the Polar Icebreaker Vessel Project and information on the operation and maintenance of Canadian Coast Guard vessels, such as acquisitions and supplies. *Topics:* Purchases; charters; sales; services; northern transportation; accidents and damage claims; fuel; movements; provisioning; repairs and inspections. *Retrievability:* Files arranged by subject and name of Coast Guard vessel.

DOT/MSR-185
Search and Rescue — Coast Guard
Description: This class covers information relating to search and rescue operations, and lifesaving stations. *Topics:* Lifesaving stations; search and rescue; equipment and supplies. *Retrievability:* Files arranged by subject, and geographically by name of lifesaving station.

DOT/MFS-190
Ice Operations — Coast Guard
Description: Information on icebreaking, ice reporting, ice escorting and the International Ice Patrol. *Topics:* Icebreaking; ice reporting; ice reconnaissance; ice escorting; International Ice Patrol; methods and equipment.

DOT/MSS-195
Harbours and Ports — Cargo Loading
Description: Information on rules and regulations concerning the handling and stowage of ships' cargoes and the appointment of surveyors and port wardens. *Topics:* Rules and regulations; reports and returns; and appointments of surveyors and port wardens.

DOT/MSS-200
Ships' Officers and Seamen
Description: Information on the qualification and certification of ships' officers and seamen. *Topics:* Masters; mates; engineers; seamen; discharge books; shipping masters; examinations; certificates; welfare and discipline; and clearances of vessels. *Retrievability:* Files arranged by subject and names of ships' officers and seamen. *Storage Medium:* EDP systems.

DOT/MSS-205
Navigation and Seamanship
Description: Information on navigation, seamanship. *Topics:* Navigation, seamanship, collision regulations, speed of vessels, anchorages, schools, and apparatus and equipment.

DOT/MPC-210
Control of Shipping
Description: Information on the control of shipping, including national shipping policy, ports, pilotage and marine services policy and international shipping policy. *Topics:* Coasting trade, freight movements, commodities, marine irregularities, merchant marine, port traffic.

DOT/MSS-215
Ships — Registration and Licensing
Description: Information on the registration and licensing of ships other than small vessels. *Topics:* Ports of registry; ships registered and ships licensed. *Retrievability:* Files arranged by subject and names of ships. *Storage Medium:* EDP Systems.

DOT/MSS-220
Ships — Inspection
Description: Information on inspection, regulations and procedures, including small vessel inspection, and capacity and horsepower plates. *Topics:* Regulations; procedures; small vessel inspection; and capacity and horsepower plates. *Retrievability:* Files arranged by subject and names of small vessels.

DOT/MSS-225
Ships, Inspection — Appliances and Equipment
Description: Information on the testing and approval of ships' appliances and equipment. *Topics:* Engines; boilers; machinery; fire protection equipment; lifesaving equipment and materials used in construction of ships. *Storage Medium:* Microfilm.

DOT/MSS-230
Ships, Inspection — Safety
Description: Information on the inspection and certification of ships used in the carriage of dangerous goods and load lines. *Topics:* Explosives; dangerous goods; and load lines. *Retrievability:* Files arranged by subject and names of ships.

DOT/MSS-235
Ships, Inspection — Specific
Description: Information on rules and regulations governing safety inspections of ships. There are individual case files for specific vessels containing inspection reports and certificates, survey reports, etc. *Topics:* Ferries, drilling rigs, ships, ships' tackle and survey reports. *Retrievability:* Files arranged by subject and names of ships. *Storage Medium:* EDP systems.

DOT/MSS-240
Air Cushion Vehicles (ACV)
Description: Information on all aspects of air cushion vehicles. *Topics:* Regulations; registration; licensing; certification; inspection; examination and certification of personnel; companies; equipment; material; research and development; and accidents and investigations. *Retrievability:* Files arranged by subject, names of personnel, and name, type and registration mark of ACV. *Storage Medium:* EDP systems.

DOT/MSS-245
Ships — Measuring and Surveying
Description: Information on the rules, regulations and procedures for measuring and surveying ships; and tonnage measurements. *Topics:* Rules; regulations; appointment of measuring surveyors, and agreements with other countries.

DOT/MSS-250
Pollution
Description: Information on rules, regulations and policies for the prevention of pollution in inland waters and at sea. It includes emergency plans and operations concerning the clean-up of oil or other pollutants. *Topics:* Rules; regulations; policies; plans; operations; reports; methods and equipment.

DOT/DSH-255
Highways
Description: Information on policies, studies and objectives for the provision, regulation and management of highways, international bridges and tunnels, and federal-provincial collaboration in highway projects. *Topics:* Highway economics; engineering; construction and operations. *Retrievability:* Files arranged by subject, name of project or highway, or geographical location.

DOT/DSH-260
Motor Carriers
Description: Information on interprovincial and international motor carrier industry, intergovernmental relations, both federal-provincial and international. *Topics:* Commercial and private trucking; household goods; commercial buses; freight forwarding; federal and provincial regulations and laws; and studies.

DOT/DTS-275
Road Safety and Motor Vehicle Regulation
Description: Information on road and motor vehicle traffic safety, research and development of countermeasures, engineering development and enforcement of safety and emission standards, and safety regulations, management of the Motor Vehicle Test Centre and fuel economy programs. *Topics:* Road safety and motor vehicle regulation; countermeasures development; accident and defect investigations; public complaints; recall campaigns; motor vehicle engineering and safety standards; motor vehicle safety rules and regulations; Motor Vehicle Test Centre; compliance auditing and testing; national and international organizations and associations dealing with road and vehicle safety; motor vehicle emissions control; and fuel economy. *Retrievability:* Files arranged by subject, project, company and safety standard. *Storage Media:* EDP systems, test film, microfilm, and video tape.

DOT/MPC-280
Marine Transportation Program
Description: Information on policies and programs for the administration of subsidies to ferry and coastal services. *Topics:* Ferry and coastal services; subsidies; levels of service; and tariffs.

DOT/DSH-285
Railways and Grain
Description: Information on railway operations and design, regulations, freight transportation, capacity, grain transportation and handling. *Topics:* Lands; buildings; legislation; regulations; leases; finance; operations; maintenance; traffic; freight; rates; rights-of-way; main and branch lines; and terminals. *Retrievability:* By subject, project and location.

DOT/DSH-290
Railway Passenger Services
Description: Information on railway passenger services and systems in Canada. *Topics:* Passenger services, VIA Rail. *Retrievability:* By subject and project.

DOT/DRS-295
Railway Safety
Description: Information on railway safety programs, policy development, rules, regulations, standards, and their enforcement. *Topics:* Railway safety regulations; rules; standards; operations control; engineering; equipment; research and development; railway grade crossings; grade separations and railway relocation.

DOT/ACA-300
Air Forecast Information
Description: Information on future aviation traffic for passengers, aircraft movements, air cargo and mail in Canada. The traffic forecasts fall into two major categories: national forecasts and site-specific (airport) forecasts and include macro forecasts of registered aircraft, licensed personnel, revenue passenger-kilometers, total hours flown, unit IFR flight plans by regions and Terminal Control Units. *Retrievability:* Aviation forecasts can be retrieved by forecast subject and by airport. They are also available in various aggregate forms (Top 30 airports, national and regional). *Storage Media:* Hardcopy by forecast subject and by airport as well as by micro and EDP systems (Self-Serve Computer Retrieval System).

DOT/ACA-305
Marine Forecast Information
Description: Information on future marine traffic, by commodity and region, in Canada. The traffic forecasts fall into two categories: commodity flows and vessel movements, with forecasts for both categories available for 37 major commodities and by vessel type. The vessel movement forecasts also include forecasts for ballast vessel movements. The information is disaggregated as follows: seven Canadian regions, two U.S. regions and one Rest-of-the-World region. Forecasts of pleasure boat and commercial fishing boat populations, by province, are also provided. *Retrievability:* The forecasts can be retrieved at the levels of disaggregation described above. *Storage Medium:* Hardcopy.

DOT/ACE-310
Domestic Air Policy
Description: Information on the development and implementation of government policy initiatives on domestic and transborder air services. *Topics:* Bilateral agreement with United States; economic regulatory reform; subsidies; accessibility standards; specialty services; computer reservation systems; exemptions from Canadian ownership requirement; airline mergers and acquisitions.

DOT/ACE-315
International Air Policy
Description: Information on the development and implementation of government policy initiatives with respect to the negotiation of bilateral air agreements with foreign countries, and regarding international civil aviation. *Topics:* Administration; air rights and air relations; country files (including mandate papers); international civil aviation and economic organizations; transport policy; airlines.

DOT/ARE-320
Reviews
Description: Reviews of internal departmental functions and operations on behalf of group heads; the audit of concessions and contributions; and the post-review of major capital projects.

DOT/ARE-325
Audits
Description: Information on the efficiency, economy and effectiveness of internal departmental management of organizations, functions and systems.

DOT/ARE-330
Evaluations
Description: Assessments and studies of the effectiveness of internal departmental programs and accountabilities.

DOT/ABS-335
Marine Security
Description: Information on marine security. *Topics:* Ship and port security; Canadian and international marine security initiatives; IMO technical security measures.

DOT/ABS-340
Emergency Planning and Operations
Description: Information on Department of Transport emergency planning. *Topics:* NATO, emergency exercises; international consultations; SITCEN; plans; agreements; vital points.

DOT/ABS-345
Security — General
Description: Information on departmental security. *Topics:* Training; intelligence; electronic data processing and communications security; agreements; evaluations; incidents; clearances.

DOT/APD-350
Personnel Management Information System
Description: Personnel — basic information on incumbents; positions; training; official languages; person-year utilization; overtime and other extra-duty entitlements as specified in collective agreements.

DOT/APD-355
Employment Equity
Description: Information on target group (e.g., women, aboriginal people, visible minorities, and persons with disabilities) programs generally; statistics; brochures; surveys; reports.

DOT/APD-360
Employment Continuity Program
Description: Information on employees as a result of workforce adjustment situations. *Topics:* Employee positions, ECP status, redeployment considerations, and retraining; statistics and brochures.

DOT/DEL-365
Consultation Procedures on Aviation Legislation
Description: General information on the public consultation process concerning proposed legislation.

DOT/APD-370
Salaries and Wages
Description: Salaries and wages generally; acting assignment premiums; deductions; pay rates; pay system; performance and senior merit pay; regulations; salary revisions; and severance pay.

DOT/APD-375
Training and Development Information System (New)
Description: Departmental training information — planned and actual training activities and costs for the Department; organizational expenditures and revenues.

DOT/AFG-901
Administration
Description: See Standard Classes of Records.

DOT/AFG-902
Acts and Legislation
Description: See Standard Classes of Records.

DOT/AFG-903
Administration and Management Services
Description: See Standard Classes of Records.

DOT/AFG-904
Co-operation and Liaison
Description: See Standard Classes of Records.

DOT/AFG-905
Buildings and Properties
Description: See Standard Classes of Records.

DOT/AFG-906
Buildings
Description: See Standard Classes of Records.

DOT/AFG-907
Lands
Description: See Standard Classes of Records.

DOT/AFG-908
Utilities
Description: See Standard Classes of Records.

DOT/AFG-909
Equipment and Supplies
Description: See Standard Classes of Records.

DOT/AFG-910
Furniture and Furnishings
Description: See Standard Classes of Records.

DOT/AFG-911
Office Appliances
Description: See Standard Classes of Records.

DOT/AFG-912
Procurement
Description: See Standard Classes of Records.

DOT/AFG-913
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Description: See Standard Classes of Records.

DOT/AFG-914
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Description: See Standard Classes of Records.

DOT/AFG-915
Accounts and Accounting
Description: See Standard Classes of Records.

DOT/ARE-916
Audits
Description: See Standard Classes of Records.

DOT/AFG-917
Budgets
Description: See Standard Classes of Records.

DOT/APD-918
Personnel
Description: See Standard Classes of Records.

DOT/APD-919
Classification of Positions
Description: See Standard Classes of Records.

DOT/APD-920
Employment and Staffing
Description: See Standard Classes of Records.

DOT/APD-921
Human Resources
Description: See Standard Classes of Records.

DOT/APD-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

DOT/APD-923
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Description: See Standard Classes of Records.

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Description: See Standard Classes of Records.

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Description: See Standard Classes of Records.

TRANSPORT CANADA

TRANSPORT CANADA
(DOT)

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150 Marine Casualties and Accidents

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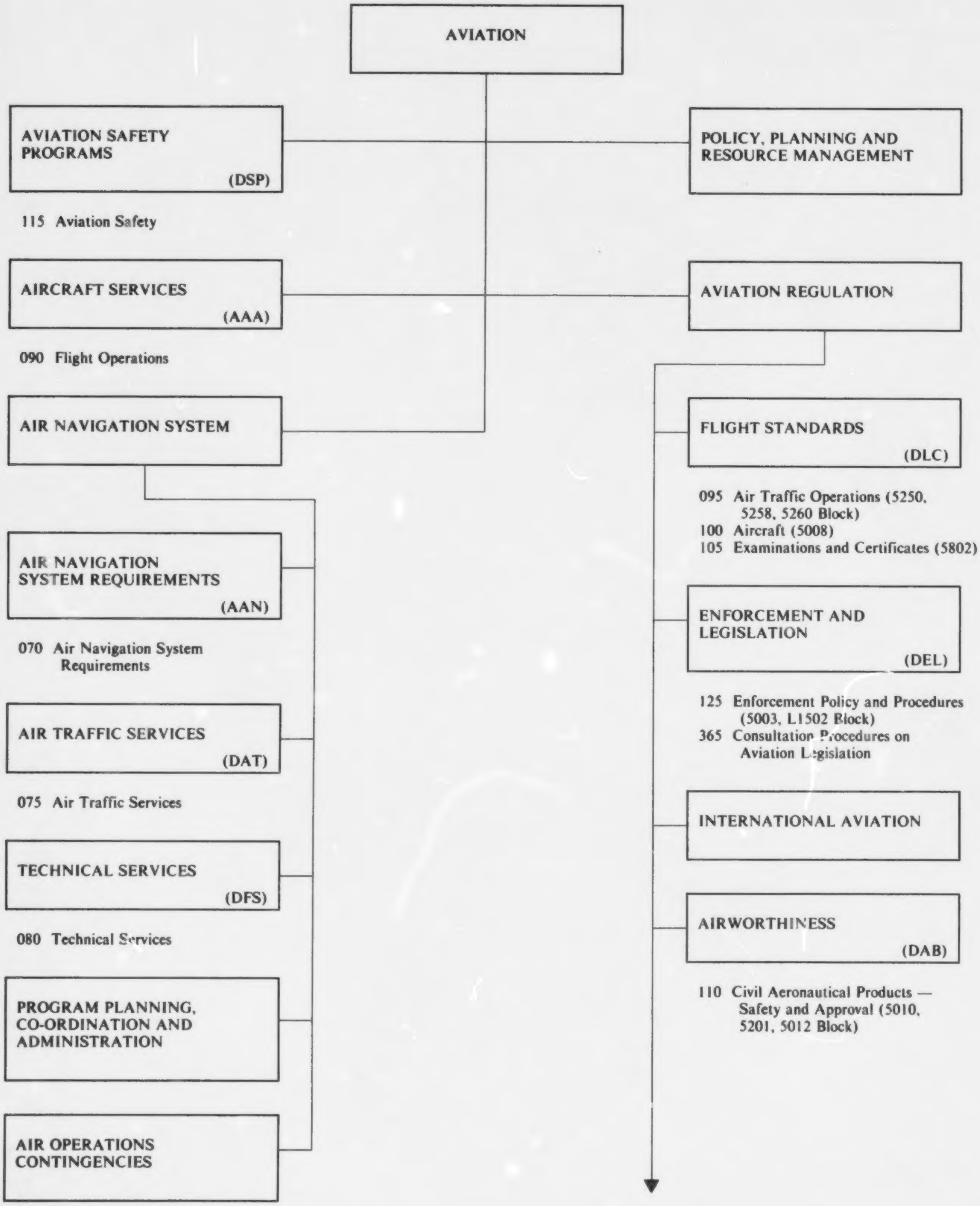

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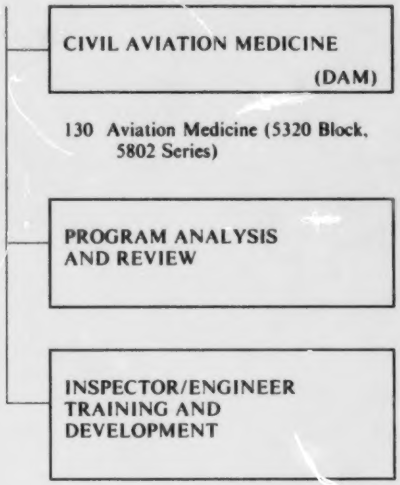
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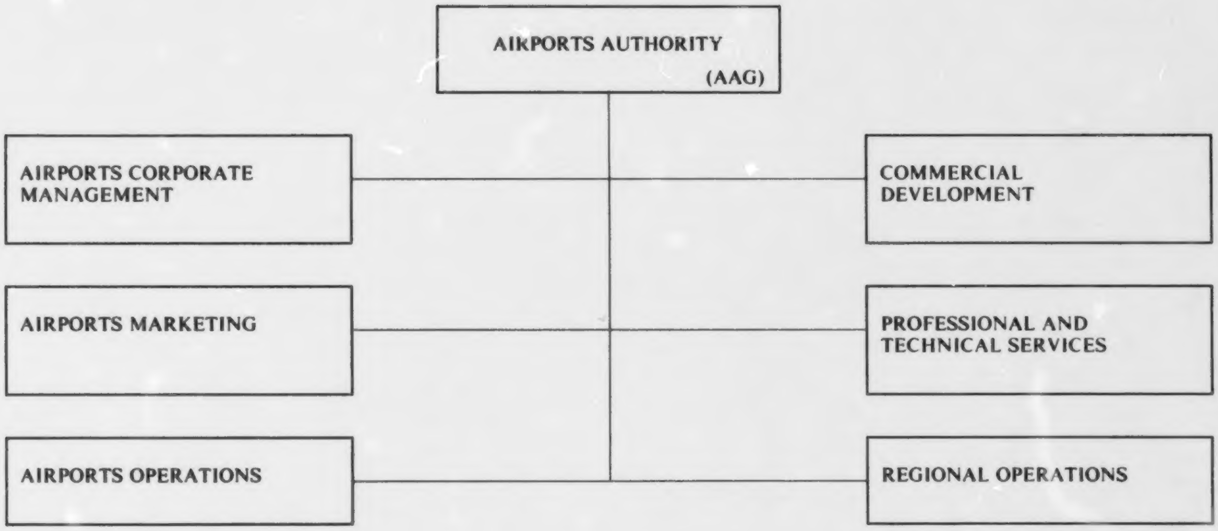

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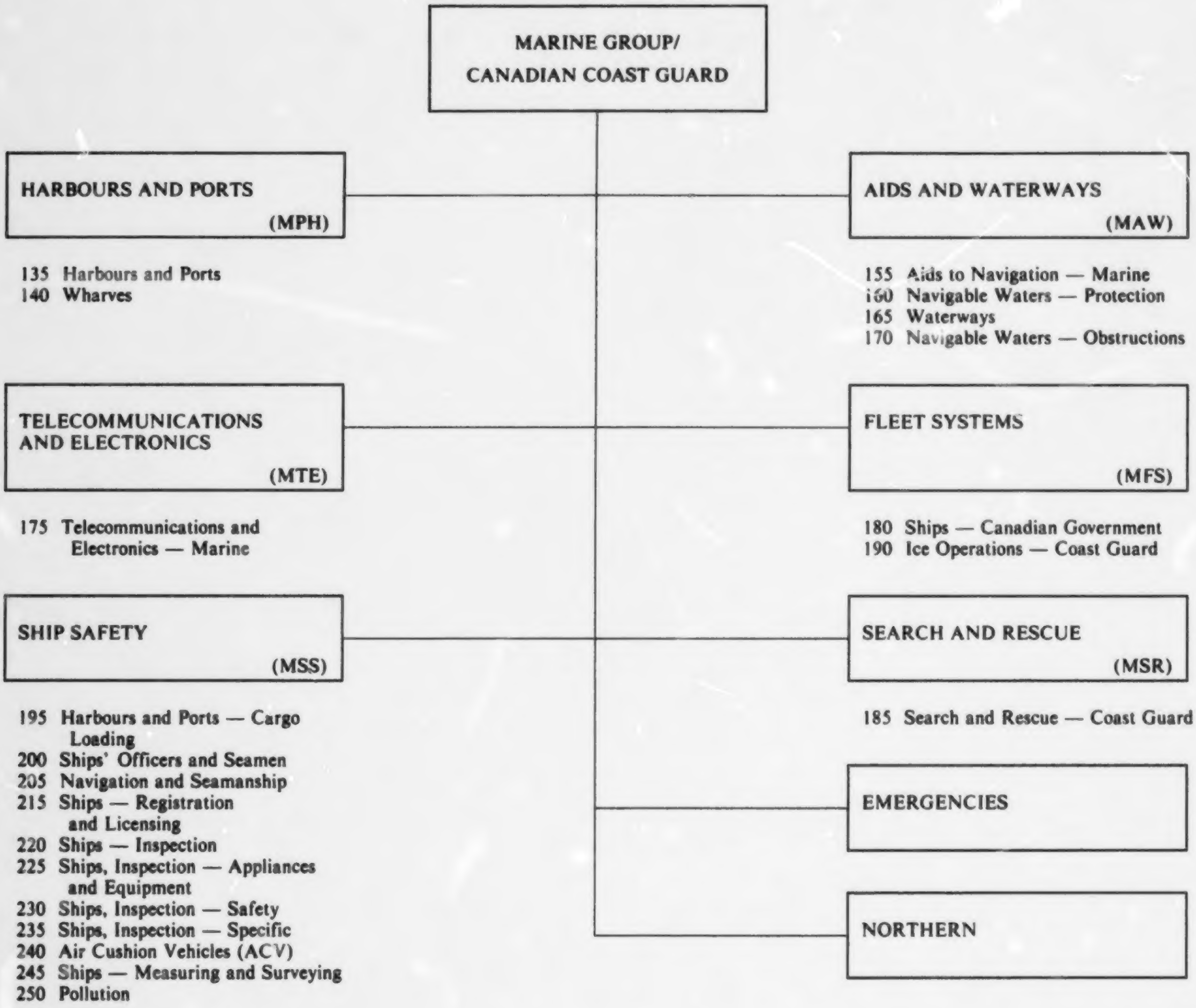

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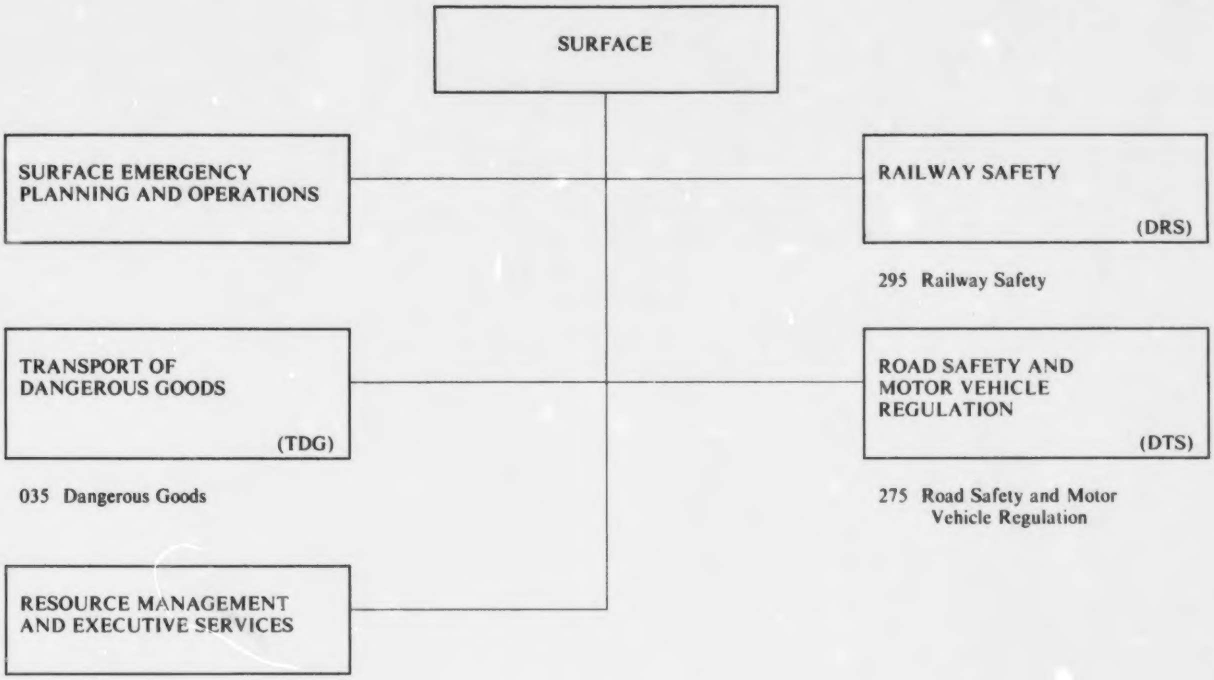
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ACCESS TO INFORMATION
CO-ORDINATOR
DEPARTMENT OF TRANSPORT
PLACE DE VILLE, TOWER C
OTTAWA, ONTARIO
K1A 0N5

Chapter 107

TREASURY BOARD OF CANADA SECRETARIAT

A. GENERAL INFORMATION

Historical Background

The Treasury Board was created by Order-in-Council in 1867 and received statutory approval in 1869. Its Secretariat was part of the Department of Finance until 1966, when it became a separate institution.

Responsibilities

The Board's responsibilities, as set out in the *Financial Administration Act*, include administrative policy, organization of the public service, financial management, personnel management and expenditure management. The 1988 *Official Languages Act* invests the Treasury Board with responsibility for the general direction and co-ordination of the Official Languages' policies and programs of the government in federal institutions. The Treasury Board Secretariat serves as the employer for negotiating federal Public Service collective agreements under the *Public Service Staff Relations Act*. It sets policy in the areas of these specific responsibilities and examines and approves the proposed spending plans of government departments. The Treasury Board is served in these functions by the Treasury Board Secretariat.

Legislation

- Access to Information Act, 1980-1981-1982-1983, chapter 111 (SI/83-108), most sections
- Adjustment of Accounts Act, 1980-1981-1982-1983, chapter 17
- Appropriation Acts
- Auditor General Act, 1976-1977, chapter 34
- Canada Pension Plan, C-5, section 88(2)
- Canadian Human Rights Act, 1976-77, sections 51, 56, SI/78-33
- Civil Servants Widows Annuities Act, 1926-27, chapter 74
- Crown Corporations Dissolution Authorization, 1985, chapter 41
- Financial Administration Act, 1985, Part I, 3, 4, 5, 6, 7
- Governor General's Act, G-9
- Lieutenant Governors Superannuation Act, 1974-1975-1976, chapter 73
- Miscellaneous Statute Repeal Act, 1980-1981-1982-1983, chapter 159
- Official Languages Act, 1988
- Privacy Act, 1980-1981-1982-1983, chapter 111 (SI/83-109), most sections
- Public Sector Compensation Restraint Act, 1980-1981-1982-1983, chapter 122
- Public Service Pension Adjustment Act, P-33
- Public Service Superannuation Act, P-36
- Statutory Minimum Salaries Act, S-3
- Supplementary Retirement Benefits Act, chapter 43 (1st Supp.)

Organizational Units and their Role

The Treasury Board is a committee of the federal Cabinet. Its president is the chairman of the Committee, and its members include the Minister of Finance and four other Cabinet ministers who are appointed by the Governor in Council.

Office of the Secretary

The Secretary is the Deputy Minister, who directs the work of the institution. The Office of the Secretary consists of the office of the Secretary, the Communications Division, the Submission Control Unit and Corporate Policy. The Office of the Secretary is also responsible for the co-ordination of requests received under the *Access to Information Act* and the *Privacy Act* for information held by the Treasury Board Secretariat.

Bureau of Real Property Management

The Bureau was established in 1986 to advise the Treasury Board on matters relating to the management of real property under the custody of all departments and agencies. The Bureau is responsible for the development of real property policies and for the maintenance of information on property holdings. It advises the Treasury Board on acquisitions and disposals, long-term real property capital plans and major capital projects and on the allocations of property to the custody of program departments and agencies.

Administrative Policy Branch

The Administrative Policy Branch is responsible for advising the Treasury Board on all matters, including departmental proposals, relating to general administrative policy in the Public Service of Canada. The Branch develops, interprets and monitors the implementation of administrative policies, ensuring that the principles of equity, prudence and probity are upheld in the management of federal government materiel, services and information. The Branch is responsible for promoting the efficient operation of departments, the effectiveness of federal programs and ensuring fair information practices in government.

Official Languages Branch

This branch develops and communicates government policies and programs for the application of the *Official Languages Act* within departments and agencies of the Government of Canada, as well as judicial, quasi-judicial or administrative bodies or Crown corporations, and monitors, audits and evaluates their implementation and effectiveness.

In accordance with the revised policies on official languages in the Public Service issued in September 1977, the Branch is responsible for producing general guidelines and criteria to provide overall direction to departments and agencies; providing technical and specialized assistance as required; reviewing the annual plans and reports of departments for their official languages program and recommending appropriate action; auditing and evaluating departmental official languages activities; and monitoring the overall progress of the Public

Service towards the achievement of official languages objectives. It is also responsible for managing the Official Languages Information System (OLIS); and preparing an annual report to the government on the status and evaluation of official languages policies and programs in the Public Service. The Branch is also responsible for informing federal employees and other interested parties on the *Official Languages Act* and the government's official languages policies and programs.

Personnel Policy Branch

The role of this branch is to develop, communicate and provide for the implementation and evaluation of the personnel policies, systems and methods necessary to ensure that the human resources needed to carry out government programs effectively are determined, obtained at competitive cost, managed and developed efficiently. The interests and the individual and collective rights of employees are duly taken into account.

The Branch's specific areas of responsibility include general personnel management; classification, pay and human resource information system; human resources; pensions and planning, and evaluation and policy development.

Staff Relations Branch

The Staff Relations Branch is responsible for conducting labour negotiations on the employer's behalf in the federal Public Service as described in Schedule 1, Part 1, *Public Service Staff Relations Act* (PSSRA), and in the process, for carrying out consultations with the Public Service unions at the national level, and for engaging in effective two-way communications with departmental management with respect to Public Service employer-employee relations. The Branch conducts, administers and advises on collective bargaining, negotiations, consultations, exclusions, designations, certification, gievances and adjudication, and employer-employee relations training. It is also responsible for compensation analysis for groups subject to collective bargaining, compensation determination for members of the Canadian Forces and the RCMP, and the conduct of various research, analytical and statistical services for other branches of the Treasury Board Secretariat (TBS).

Program Branch

The Branch provides analyses and recommendations to the Treasury Board to assist it in decisions on resource allocation involving departmental Multi-year Operational Plan proposals, the Estimates (both Main and Supplementary) and Treasury Board submissions. It communicates to departments the policies, directives and decisions emanating from the Treasury Board that affect the use and level of resources and monitors the implementation of the decisions as required. Records on submissions other than operational plans and estimates are maintained by the Submission Control Unit.

The Branch is also responsible for: the production, in a timely manner, of Main and Supplementary Estimates to convey the government's spending plans to Parliament; and providing the President of the Treasury Board (a member of Cabinet committees), with information and advice on departmental submissions to Cabinet. It operates the decision-making and resource allocation system (the recording and reporting of the expenditure plans of the government, including the resource implications of all Cabinet decisions and the status of commitments on a multi-year basis). As well, the Branch is responsible for the production of multi-year forecasts of spending requirements and the reporting of these forecasts to the Priorities and Planning committee as part of its review of fiscal plans. It provides advice and recommendations to the President of the Treasury Board on the operating budgets, capital budgets, corporate plans and financial requirements of Crown corporations and their subsidiaries, and on the development of policy and legislation governing Crown corporations in general. The Branch is also responsible for co-ordinating the implementation of increased ministerial authority and accountability within the Treasury Board Secretariat and the Office of the Comptroller General. The Branch also develops and maintains systems and issues the instructions and directives necessary to meet the above requirements.

Branch staff is required to maintain close working relationships with departmental and Crown corporation managers and officials of the Department of Finance and the Privy Council Office.

Administration Branch

This branch assists the Secretary of the Treasury Board, the Comptroller General, the Deputy Minster of Finance and the Deputy Minister of the Office of Privatization and Regulatory Affairs in the management of the internal administration of their organizations, and provides financial, personnel, administrative and management advice to branches and divisions.

The Branch consists of five divisions: Administrative Services, Financial Services, Personnel Division, Security Services and Systems Division. In addition to the functions of these divisions, the Branch is responsible for a number of other activities which are under the direction of the Assistant Deputy Minister. These are: task force organization; co-ordination of the Canada Savings Bonds campaign and the United Way campaign for the four departments; co-ordination of blood donor clinic; co-ordination of one-time campaigns: 1981 Census, Children's Hospital of Eastern Ontario fund-raising campaign; and administration of Suggestion Award programs.

Manuals

- Administrative Policy Manual
- Official Languages Information System Manual (OLIS)
- Personnel Policy Manual (PMM)
- Personnel — A Manager's Handbook
- Policy and Expenditure Management System

Additional Information

Requests for further information about the Treasury Board (Secretariat) and its functions may be directed to:

Communications Division
Treasury Board of Canada
L'Esplanade Laurier
9th Floor, East Tower
140 O'Connor Street
Ottawa, Ontario
K1A 0R5
(613) 957-2400

TREASURY BOARD OF CANADA SECRETARIAT

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Treasury Board Secretariat
L'Esplanade Laurier
9th Floor, East Tower
140 O'Connor Street
Ottawa, Ontario
K1A 0R5
(613) 993-5215

Reading Room

The departmental library has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs or activities that affect the public. The address is: L'Esplanade Laurier, East Tower, 140 O'Connor Street, 11th Floor, Ottawa, Ontario.

Classes of Records

TBS/SEC-005
Access Requests
Description: Requests under the *Access to Information Act* to access records under the control of Treasury Board Secretariat; replies to such requests; and revelant information to the processing of such requests. Information is used to process requests, for research and statistical purposes.

TBS/SEC-006
Communications
Description: Information on services in the areas of communications, public relations and publishing. *Topics:* Administrative Policy Branch; Office of the Comptroller General; Official Languages Branch; organizational communications; Personnel Policy Branch — Staff Relations Branch, collective agreements and bargaining; Program Branch; Bureau of Real Property Management; Administration — financial management, budgets and estimates; personnel; requisitions; articles, bulletins, guides; books and publications — Treasury Board and Office of the Comptroller General; briefings, presentations, interviews; circulars, directives, orders; committees and councils — Management committee; conferences, meetings, seminars; inquiries from the public; news releases — departments and agencies, unions; press clippings; reports and statistics.

TBS/SEC-010
Privacy Act Requests
Description: Requests under the *Privacy Act* to access records under the control of the Treasury Board Secretariat; replies to such requests; and information relevant to the processing of such requests. Information is used to process requests, for research and statistical purposes.

TBS/SEC-015
Treasury Board Submissions
Description: Departmental submissions to the Treasury Board of Canada. *Topics:* Procedures; analysis; general statistical indicators; outstanding submissions and unreported decisions; screening; status reports; synopsis; Treasury Board of Canada meetings.

TBS/SEC-020
Task Force on Productivity
Description: Information on methods being introduced by federal agencies to improve productivity. *Topics:* Committees and councils; liaison — departments, agencies and Crown corporations, outside organizations, Treasury Board Secretariat; project action plans; success stories — departments, agencies and crown corporations, Treasury Board Secretariat.

TBS/SEC-021
Corporate Policy
Description: Documentation on corporate planning and co-ordinating activities in the Treasury Board Secretariat. *Topics:* Administration Branch, Administrative Policy Branch, Bureau of Real Property Management, Official Languages Branch, Personnel Policy Branch, Program Branch, Staff Relations Branch, Auditor General, briefings, budgets, committees and meetings, multi-year operational plans, Office of the Comptroller General of Canada, personnel, plans and programs, productivity improvement — liaison with departments and agencies, task forces.

TBS/APB-025
Administrative Policy
Description: General information on the development, implementation, and monitoring of policies, regulations and suggested practices on a wide range of administrative matters. *Topics:* Administrative Policy Manual — manual distribution, materiel, services, information management; departmental role issues; planning and evaluation — audit activities, board of management, evaluation — services, contracting, long-range planning, memoranda of understanding, performance measurement, planning; refunds and remissions; restraints on administrative expenditures; Treasury Board Senior Advisory Committee (TBSAC); ex gratia payments — damage and losses, remuneration, special cases.

TBS/APB-035
Communications
Description: Information on the development, revision and implementation of various government communications policies. *Topics:* Advertising, publishing; special events.

TBS/PPB-040 *Formerly identified as:* TBS/APB-040
Conferences
Description: Information on policy and guidelines for conferences and control of conference sponsorship and attendance. *Topics:* Conferences and conference centres.

TBS/APB-045
Contracts
Description: Information on policies and guidelines for departments and agencies, and the establishment of authority levels in five categories of contracts: construction, goods, services, consulting services and leases, as well as special authorities conferred under Increased Ministerial Authority and Accountability Agreements. In each category, there is a basic authorization level that applies to most

departments, as well as higher levels, reflecting the mandates of the common service agencies, Supply and Services Canada and Public Works Canada, and other departments with major contracting activities, such as Transport Canada and Indian and Northern Affairs Canada, as appropriate. In addition, there are a number of special authorities reflecting particular departmental responsibilities. *Topics:* Contracting — bonds, securities, holdbacks; construction — dredging, projects, contract claims and disputes; contracting for goods — National Defence; contracting for services — advertising and public relations, cleaning services, education and training, fee guidelines, films, television and theatre, former government officials, health and medical services, contracts for the services of individuals, protection services, reporting requirements, transportation services; contracting — liaison with associations; contracting out — science and technology; contracting — bids; Treasury Board Advisory Committee on Contracts (TBACC).

TBS/APB-050

Federal Identity Program

Description: Information on the development, revision and implementation of government policy on the Federal Identity Program. *Topics:* Application and implementation; liaison — provinces, territories, other countries; visual identity — information material, road signs, stationery and forms, vehicle markings.

TBS/APB-055

Information Management

Description: Information on the implementation and evaluation of policies and guidelines on the management of data and information technology. *Topics:* Corporate information management; forms management; information banks; information collection; information inventory; information management plans, policies, projects, studies, and submissions; liaison files with departments; and external organizations; office support systems, records management, telecommunications administration — annual reviews, standards, Telecommunications Advisory Committee (TAC); telecommunications administrative practices; Advisory Committee on Information Management (ACIM); security policies, procedures and standards, *Official Secrets Act* and other Acts and Regulations; Socio-Economic Impact Analysis (SEIA) — development, department, agencies; reports of Royal Commissions and security policies — other countries and international organizations.

TBS/APB-060

Consulting and Professional Services

Description: Basic research on techniques to improve administrative and, where requested, personnel management, control and budgeting, fiscal and cost accounting, and operational systems of departments and government as a whole. *Topics:* Consulting and professional services — architectural and engineering services contracts, consultants and consulting services, reports.

TBS/PPB-065 *Formerly identified as:* TBS/APB-065

Matériel Management — Protective Clothing and Uniforms

Description: Information used in the determination of employees' eligibility for protective clothing and uniforms, as well as the provision of these; special applications; consultations with the National Joint Council, grievances and interpretations.

TBS/APB-075

Risk Management

Description: Information on the identification of risk, its reduction to a minimum prior to an undertaking, containment of the effect during or following a harmful or damaging incident, underwriting and any resulting compensation or restoration. *Topics:* Compensation; restoration; interpretation, inquiries and studies; underwriting; legal services.

TBS/PPB-080 *Formerly identified as:* TBS/APB-080

Relocation

Description: Information on the relocation of employees and employer practices. *Topics:* Appointees; disposal and acquisition of accommodation; family separation and house-hunting trips; incidental expenses; shipment of effects; special applications — National Defence, Royal Canadian Mounted Police; special situations.

TBS/PPB-085 *Formerly identified as:* TBS/APB-085

Services

Description: Information on government policies for the cost-effective provision of services in support of programs of departments and agencies. *Topics:* Charitable campaigns; hospitality; membership fees; parking for federal employees; taxis; funerals (Department of National Defence, Department of Veterans Affairs and Royal Canadian Mounted Police).

TBS/PPB-090 *Formerly identified as:* TBS/APB-090

Travel

Description: Information on Public Service employees and other persons travelling on government business; also transportation and accommodation standards, allowances, rates and conditions of payment and reimbursement. *Topics:* Accommodation; commercial transportation — commercial air; first class; employee-driven vehicles — privately owned vehicles; exceptions to the policy; meals and incidentals; National Joint Council Committee; special travel situations; travel agencies.

TBS/PPB-091

Living Accommodation Charges (New)

Description: Information on the rental of Crown housing to employees, on the determination of taxable benefits, if any, on special applications, on consultations with the National Joint Council, on grievances and interpretations.

TBS/APB-105

Major Crown Projects

Description: Information on the planning, budgeting and execution of major Crown projects. *Topics:* Information on facilities and equipment projects with an estimated cost of at least $100 million of public funds or projects of lesser value but of special significance.

TBS/PPB-110

Incentive Awards

Description: Information on persons employed in the Public Service who may be awarded for the outstanding performance of their duties, for other meritorious achievement in relation to those duties, and for inventions or practical suggestions for improvements. *Topics:* Award of Excellence; Long Service Award; Merit Award; Outstanding Achievement Award; Reporting; Resource Management Award; Senior Officer Retirement Certificate; Suggestion Award — Cash Awards, Liaison, Departments, Agencies and Crown corporations.

TREASURY BOARD OF CANADA SECRETARIAT

TBS/APB-145
Implementation of the Access to Information and Privacy Acts
Description: Information on policy development regarding the *Access to Information Act* and *Privacy Act* and activities by government institutions in fulfilling the requirements of this legislation. *Topics:* Policy development regarding access procedures, fees, exemptions, Cabinet confidences, ministerial records, and collection, retention, use and disclosure of personal information; the Access and Privacy Advisory Committee and other ad hoc committees relating to access and privacy; legal interpretations; parliamentary review of the *Access to Information Act* and *Privacy Act;* reports by government institutions; production of *Access Register* and *Index of Personal Information;* briefings and presentations; statistical reports and legislation and policies — provincial and other countries.

TBS/APB-226
Information Technology Standards
Description: Information on the federal government's information technology standards activities and the development of EDP standards and guidelines. *Topics:* Policy development; committees — Advisory Communication on Information Management (ACIM), government EDP standards committee, National Joint Council Committee on Office Technology — open systems interconnection (ISO/SC7); Treasury Board Information Technology Standards (TBITS); Canadian Open Systems Application Criteria (COSAC); programming languages (ISO/SC22), publications, related organizations; software development and systems documentation (ISO/SC7); electronic data interchange (EDI); database language SQL; liaison with departments, agencies and Crown corporations; outside practices — companies and firms; projects and studies — master plan.

TBS/APB-227
Task Force on Informatics
Description: Information on growing concerns relating to the economic management of informatics resources within the federal public service. *Topics:* Administrative Policy issues; committees and councils; human resources; liaison with departments and agencies; liaison with associations and companies; management structure; productivity; reports and statistics; strategic planning; studies and surveys.

TBS/APB-228
Task Force on Access to Information and Privacy
Description: Information on preparations by government institutions fulfilling the requirements of the *Access to Information Act* and the *Privacy Act*, and on their experience in implementing the legislation. *Topics:* Access to information and privacy; access and protection of privacy; acts and regulations of Canada; committees; controls on government information collection; implementation of Bill C-43; information systems and technology — office automation, records management; inventory of government information ; printing, production and distribution; security — acts and regulations, committees.

TBS/APB-229
Delivery of Government Services
Description: Information related to the government's policy of determining the cost of and ways to deliver government services most efficiently, whether from the public or private sectors. *Topics:* Policy development; liaison with departments and agencies.

TBS/OLB-240
Official Languages
Description: Official Languages Act; general information on official languages policy. *Topics:* Service to the public; language of work and equitable participation; monitoring of departments, agencies and Crown corporations; departmental official languages structures; evaluation; decentralization; bilingualism bonus; official languages planning; Federal Identity Program; increased ministerial authority and accountability (IMAA); studies and surveys; translation; language requirements of positions; official languages minority groups; letters of understanding; official languages costs; and privatization.

TBS/OLB-245
Audit
Description: Information on reviews and compliance audits of Official Languages programs/activities. *Topics:* Departments, agencies and Crown corporations; language of work; program management; service to the public.

TBS/OLB-250
Commissioner of Official Languages
Description: Information studies and reports of the Commissioner as applied to the Official Languages Program in Federal Institutions. *Topics:* Complaints.

TBS/OLB-255
Committees and Councils
Description: Information on official languages policies and programs, and consultations with unions on these policies and programs. *Topics:* National Joint Council; Official Languages Committee.

TBS/OLB-260
Training
Description: Information on language training in the Public Service and the programs undertaken to help public servants acquire second language skills. *Topics:* Advanced language training program (ALTP); accreditation; departmental programs, exemptions from the parameters, extension and deferments, review testing; staff development.

TBS/OLB-265
Systems
Description: Information on administrative systems of official languages programs. *Topics:* Co-ordination of Personnel Data Systems; language training module (LTM); initial development 1980-82; liaison with personnel application centre (PAC); liaison with personnel policy branch; liaison with Public Service Commission; micro-computers — user applications; Official Languages Administrative System (OLAS); Official Languages Information System (OLIS); development, input forms, population, specifications; reports, information and statistical outputs, special reports.

TBS/PPB-275
Personnel Policy
Description: General information on personnel policy. *Topics:* Acts and regulations; committees — Cabinet; communications — office communications (OCS) — users group committee; conferences, meetings, seminars; daycare; decentralization and relocation; incentive programs — Public Servants Inventions Committee; innovative management practices — new technologies; manuals; personnel management — departmental plans and programs,

evaluations; public sector compensation restraint — Governor in Council compensation, non-public funds Canadian Forces; task forces; Treasury Board submissions; work environment design; work force adjustment — National Joint Council (NJC).

TBS/PPB-300
Employment Equity
Description: Information on programs aimed at the improvement of the representation, distribution and equal employment opportunities for women, aboriginal peoples, disabled persons and members of visible minority groups within the public service and Crown corporations. *Topics:* Committees and working groups; programs; survey of public service employees; technical processes; handicapped persons — Advisory Committee to the President of the Treasury Board (ACE), architectural barriers, consultations, departmental plans and programs, transportation; aboriginal peoples — associations, clubs, societies, committees and councils, departmental plans and programs, northern development — advisory committee, native northerners, Northern Careers Program (NCP); visible minorities — Advisory Committee to the President of the Treasury Board on the Employment of Visible Minorities; women — committees — interdepartmental, joint management, standing; departmental plans and programs; reports and statistics; status — committees and councils, International Year, national plan of action; studies and surveys; employment equity program in Crown Corporations; National Joint Council Committee on Employment Equity.

TBS/PPB-325
Quality of Worklife
Description: Information on the improvement of human conditions at work, the increase of job satisfaction, the improvement of quality and increase of quantity of output and services, and the development of more effective organizational structures within the Public Service. *Topics:* Committees and councils; conferences and seminars; consultations — governments, federal.

TBS/PPB-330
Human Resource Planning
Description: Information on human resource planning and related policies. *Topics:* Planning; employee performance appraisals; foreign countries; human resource management policy and systems — multi-year human resource plan; Management category — resourcing strategy; Management Category Voluntary Early Retirement Incentive Program; post control.

TBS/PPB-335
Training Policy
Description: Information on training, policies, standards, programs, audit and evaluation. *Topics:* Committees and councils — staff training council; training boards; courses and programs — categories and groups — information services group — personnel administration group — certification, compensation, human resource planning, staff relations, training and development; training programs — PE 5 training program; management category; middle management and supervisory training; educational institutions; evaluation and research; Public Service Commission — Career Assignment Program (CAP), committees; reports; educational leave; Needs Identification and Evaluation; Orientation of Employees; Qualification Improvement Program.

TBS/PPB-340
Human Rights
Description: Information on the administration of human rights. *Topics:* Committees; equal pay for work of equal value — complaints, joint initiatives; personal harassment.

TBS/PPB-345
Foreign Service
Description: Information on emoluments and special working conditions provided for personnel serving outside Canada. *Topics:* Committees; Interdepartmental Committee on External Relations (ICER); Commonwealth Secretariat; directives — committees, heads of posts directive, individual, deletions, official hospitality directive, posts, indices, revisions; Indo China Regulations; locally-engaged staff; military; non-rotational assignments; outside practices.

TBS/PPB-350
Isolated Posts Directive
Description: Information on allowances and other benefits to facilitate the recruitment, retention and deployment of qualified personnel at isolated locations without conflicting with local, social and economic conditions of the communities concerned; also, minutes on related committee meetings. *Topics:* Allowances; committees.

TBS/PPB-355
Occupational Health and Safety
Description: Information on the development, establishment, publication and application of occupational safety and health policies, standards and procedures; and the evaluation, maintenance and operation of the Public Service occupational safety, health and employee assistance programs. *Topics:* Campaigns; committees; conferences and meetings; departmental programs; employee assistance programs; first aid; guides, procedures, standards; health evaluations; health units; investigations, studies, surveys, audits; reports and statistics; training; use and occupancy of buildings.

TBS/PPB-360
Personnel Management
Description: Information on the Personnel Management Manual, a guide on general policies and requirements in personnel management. *Topics:* Personnel Management Manual (PMM); awards and inventions; classification; compensation — benefits, part-time, seasonal, term employment, pay, pay plans, pay rates, time off; compensation plans for unrepresented employees; service outside Canada; conduct, contents and introduction; human resources — education, training and development, programs, utilization, employment; occupational health and safety; pensions and insurance — health insurance, income protection, *Public Service Superannuation Act*, pensionable service, retirement; Personnel Legislation Supplement (PLS) — *Public Service Superannuation Act;* personnel management; Personnel Management Information System (PMIS); security of information; staff relations — collective agreements; Personnel Management Manual 1982 (PMM) table of contents.

TBS/PPB-375
Health and Income Protection Plan
Description: Information on benefit programs for employees of the federal government. *Topics:* Acts and regulations; Blue Cross; Canadian Armed Forces; dental care; disability insurance — enrolment, participation, eligibility and membership, financial, long-term disability, publications, Royal Canadian Mounted Police;

Employee Benefit Survey; group surgical-medical insurance plan — benefits — hospital expense (outside Canada) benefit, major medical expense benefit, optional hospital expense benefits; committees, financial coverage; hospital insurance (outside Canada) plan — payments; liability and compensation claims; locally-engaged employees, health insurance — United States of America; locally-engaged employees life insurance — United States of America; maternity allowances; National Joint Council Standing Committee on health insurance programs; program forecast and estimates; Provincial and Territorial health insurance plans — cost-sharing; Public Service Management Insurance Plan — benefits, long-term disability, eligibility, financial; sick leave program; unemployment insurance Workers' Compensation — *Government Employee Compensation Act*.

TBS/PPB-380

Pensions

Description: Information on pension schemes that the Government of Canada provides, administers and contributes to on behalf of persons in the federal Public Service, employees engaged locally at Canadian foreign posts and international fisheries commissions of which Canada is a member; general information on pension matters and social security benefits. *Topics:* Agencies and corporations, committees; *Canada Pension Plan*; *Canadian Forces Superannuation Act;* Canadian government annuities; *Diplomatic Service (Special) Superannuation Act;* pension plans in foreign countries; *Governor General's Retiring Annuities Act;* International Fisheries Commissions Pension Society; *Judges Act; Lieutenant Governors Superannuation Act;* locally engaged employees — contributory pension plans, social security, (non-contributary) pension regulations; *Members of Parliament Retiring Allowances Act; Pension Benefits Standards Act;* provincial public service pensions; *Public Service Superannuation Act* — agencies and corporations, contributory status, elective service, financial information, mandatory retirement, Newfoundland employees, pilotage authorities, privatization, reciprocal transfer agreements (cities, Crown corporations, hospitals, Indian bands, provinces, universities), retirement benefits, Supplementary Death Benefit Plan, survivors' benefits; *Public Service Pension Adjustment Act 1959; Royal Canadian Mounted Police Superannuation Act; RCMP Pension Continuation Act; Statute Law (Superannuation) Amendment Act; Supplementary Retirement Benefits Act;* Social Security — Canada Assistance Plan, disability pensions and allowances, provinces and territories; committees and conferences; family allowances; foreign countries; veterans; old age security.

TBS/PPB-385

Conditions and Benefits of Work

Description: General information on the different conditions and benefits of work which apply in the federal Public Service. *Topics:* Canada Labour Code; conflict of interest — department and agencies; continuity of employment; family responsibilities and parental benefits; hours of work — adaptable work patterns, compressed work week, departmental programs, evaluation, flexible working hours; overtime; leave without pay; leave with pay — designated holidays, special, time off, vacation; Public Service Terms and Conditions of Employment Regulations; severance pay; surveys; transfer from federal to private or provincial jurisdiction.

TBS/PPB-390

Pay

Description: General information on the pay system in the federal Public Service. *Topics:* Commuting assistance wage theory; pay principles, policies and practices; pay administration; pay administration co-ordination; salary and wage determination; classification and pay; factors affecting pay determination; wage and salary surveys; wage and salary administration; control of pay levels; comparison of salary levels; negotiations — Great Lakes pilots; inquiries; dual employment in the Public Service central administration; pay policy; pay plans; student-hiring programs; effective dates of pay revision; scientific research group — by department; Special Assignment Pay Plan (SAPP); executive compensation in the Public Service; exempt and excluded classes — administration; Ministers' exempt staff; fees; premium pay for duties performed; pay for time not worked; pay administration co-ordination — associations (unions), committees, departments, agencies, Crown corporations; labour disruptions; monitoring; Pay Administration Co-ordination Section (PACS); Pay system — development, projects, operations and maintenance; task forces and study groups — Pay Study Task Force (1976); training and development; transfer of responsibility (77-37) — implementation.

TBS/PPB-400

Organization

Description: Information on organizational issues of concern to the Treasury Board, the management of the Executive Complement and SM and equivalent (Senior Management Group Complement) control programs, and the management of the Temporary Assignment Program. *Topics:* Committees; departments and agencies; framework for accountable management of organization and classification (FAMOC); higher-salaried personnel freeze ($30 000 freeze); planning and evaluation groups; senior executive and equivalent positions — senior management complement; studies and surveys; Temporary Assignment Program (TAP) — financial, personnel.

TBS/PPB-415

Classification

Description: Information on the development and maintenance of classification systems and standards for the occupational groups into which the Public Service is divided; and the process by which a job is allocated to an occupational category and group and, through job evaluation, to a level within the group. *Topics:* Committees; senior staff meetings; public relations; goals and projects; Language Complexity Recognition Project; audit — overview, 1985-1986 Classification Audit by department or agency; audit reports — summary of activity, by department or agency, by category and group; classification review — by department or agency; classification grievance; red circle review; staff associations; manpower development and training — classification and pay; classification operations — accreditation by department or agency, complaints and consultations by department or agency, early warning capabilities by department or agency; classification operations — by department or agency, by category and group, management category; conversion — by category and group; classification standards — by category and group; classification standards review; classification and selection standards — integration; policy planning and research; delegation — by category and group, by department or agency; statistical research and development.

TREASURY BOARD OF CANADA SECRETARIAT

TBS/PPB-425

Personnel Data System

Description: Information program to assist users of data obtained from the central agency information systems. *Topics:* Committees; Data Element Dictionary; Information Centre; Kerr-Dawson report; personnel applications centre (PAC) — electronic data processing (EDP), Policy Advisory committee; Personnel Data Administration Centre (PDAC); central personnel records system; committees; employee benefits statement (EBS) system; entitlements and deduction system — development; extra duty reporting system; incumbent system — committees, development, maintenance and operations, mobility sub-system, related activities — pay; leave and extra duty — committees, development, maintenance and operations; managerial and confidential exclusions system; leave reporting system; leave without pay system; official languages administrative system; official languages information system — committees, development, maintenance and operations; position information system — development; senior executive and equivalent system; system for human resources monitoring; training and development information system — committees, development, production, population affiliation system.

TBS/PPB-426

Employment Programs and Staffing

Description: Information on employment programs in the Public Service. *Topics:* Moratorium; part-time; *Public Service Employment Act* — review of personnel management and the merit principle; size of the Public Service; temporary services, Public Service terms and conditions of Employment Regulations.

TBS/PPB-427

Reviews

Description: Information on reviews on certain categories and groups. *Topics:* Departmental performance; information services group; management category; personnel adminstration group — committees.

TBS/SRB-435

Staff Relations

Description: General information on staff relations. *Topics:* Compensation valuation and comparison — elements — individually; outside practices; planning and forecasting; valuation — application, implementation; complaints; labour-management relations; reference of questions of law or jurisdiction; training and communications.

TBS/SRB-440

Adjudication

Description: Information on the processing of employee grievances at adjudication. *Topics:* Types of grievances referrable to adjudication; jurisdiction of adjudication; adjudicational decisions; process and expenses.

TBS/SRB-445

Certification

Description: Information on the exclusion of persons from bargaining units because of duties and responsibilities that require them to represent the interest of the employer; also the application for certification and certification proceedings. *Topics:* Certification and establishment of bargaining units; managerial and confidential exclusions — reports and statistics; safety and security designations.

TBS/PPB-450 *Formerly identified as:* TBS/SRB-450

National Joint Council

Description: Information on the National Joint Council (NJC), its organization, operation and deliberations, including meeting agendas and minutes. *Topics:* Council; Administrative Committee; standing committees and Dental Care Plan (NJC) Board of Management; membership; grievances. See also classes of records relating to NJC issues: Occupational Health and Safety (TBS/PPB-355); Matériel Management — Protective Clothing and Uniforms (TBS/PPB-065); Travel (TBS/PPB-090); Relocation (TBS/PPB-080); Health and Income Protection Plan (TBS/PPB-375); Isolated Posts Directive (TBS/PPB-350); Real Property Holdings (TBS/RPM-655); Foreign Service (TBS/PPB-345); Committees and Councils (TBS/OLB-255); Personnel Policy (TBS/PPB-275); Information Technology Standards (TBS/APB-226); Employment Equity (TBS/PPB-300).

TBS/SRB-460

Discipline

Description: Information on the failure of employees to maintain an appropriate standard of conduct and management response to employee misconduct. *Topics:* Appropriate disciplinary procedures; administration of discipline, codes of conduct; reprimands, suspensions and discharges.

TBS/SRB-465

Disputes and Strikes

Description: Information on the terms and conditions of employment for employees whose collective agreement has expired; also, strike activity and the employer's response to such activity. *Topics:* Disputes and strikes; legal proceedings; illegal proceedings — prosecution.

TBS/SRB-470

Grievances

Description: Information on complaints in writing presented in accordance with the *Public Service Staff Relations Act* by an employee on behalf of him or herself and/or one or more other employees of federal departments and agencies. *Topics:* Grievances, departments and agencies.

TBS/SRB-480

Negotiations

Description: Information on agreements made in writing entered into under the *Public Service Staff Relations Act* between the Treasury Board of Canada Secretariat on one hand and a bargaining agent on the other; includes any amendment to such agreements containing provisions on the terms and conditions of employment and related matters. *Topics:* Boards, committees, tribunals; categories and groups; collective agreements; cost-of-living allowances (COLA); outside collective bargaining; pay analysis; pay implementation; Pay Research Bureau; reports and statistics; studies and surveys; unions.

TBS/SRB-485

Payroll Deductions

Description: Information on payroll deduction privileges for union or staff association dues that apply only to employees included in a bargaining unit for which a bargaining agent has been certified; also, general information on payroll deductions. *Topics:* Check-off of union dues — Public Service Alliance of Canada.

TREASURY BOARD OF CANADA SECRETARIAT

TBS/SRB-490

Public Service Staff Relations Act

Description: Information on the *Staff Relations Act*, amendments, and related general information. *Topics:* Review — Finkelman Study.

TBS/SRB-500

Separate Employers

Description: Information on separate employers as listed from time to time under Part II of Schedule I to the *Public Service Staff Relations Act*. *Topics:* Agencies; Atomic Energy Control Board; Canadian Advisory Council on the Status of Women; Canadian Security Intelligence Service; Communications Security Establishment; Economic Council of Canada; Indian Oil and Gas Canada; National Film Board; Medical Research Council; National Research Council; Natural Sciences and Engineering Research Council; Non-public Funds Canadian Forces; Office of the Superintendent of Financial Institutions; Northern Pipeline Agency; Office of the Auditor General; Public Service Staff Relations Board; Security Intelligence Review Committee; Science Council of Canada; Social Sciences; Statistical Survey Operations and Humanities Research Council.

TBS/SRB-505

Statistics and Surveys

Description: Statistics, surveys and requests for information on staff relations matters. *Topics:* Requests — Treasury Board Canada.

TBS/SRB-510

Systems

Description: Systems, their application and evaluation as they apply to staff relations. *Topics:* Administration and operation; application software — extra duty reporting system (EDRS), incumbent system; leave reporting system (LRS), total compensation comparability system; hardware and communication; proprietary software; service bureau and suppliers; committees — user committee on employee-related personal information.

TBS/PRB-545

Decentralization

Description: The study of the Task Force Team on decentralization: the implications of relocation and other decentralization projects. *Topics:* Task Force — departments, agencies and Crown corporations, distribution of public servants, foreign governments, questionnaires, science centres.

TBS/PRB-550

Budget Co-ordination

Description: Information on general program branch activities; current issues; the government's spending plans for Parliament (estimates) and requests for funds and authorities; also management of the government's contingency fund and other central systems. *Topics:* Standing Committee on Public Accounts; Estimates; financial administration; Governor General's Warrants; person-year allocation and control; program review; expenditure restraint measures, accounting rules and procedures.

TBS/PRB-575

Program

Description: General information on the analysis and recommendations provided to the Treasury Board to assist it in decisions on departmental multi-year operational plan proposals, the main and supplementary estimates. *Topics:* Agencies and departments; briefs from outside organizations; increased ministerial authority and accountability; multi-year operational plans — fall update and main estimates; policy and expenditure management system — economic and regional development policy sector, foreign and defence policy sector, government operations policy sector, social development policy sector; supplementary estimates; task force on program review; parliamentary matters; person years; supply; capital plans and project analysis; federal organization, federal presence, legislation.

TBS/PRB-580

Crown Corporations

Description: Information on the general administration, organization, programs, projects and financial management (budgets, estimates, financing) of Crown corporations and agencies. *Topics:* Corporate information system — administration, auditing of Crown corporations, Boards of Directors of Crown corporations, control and accountability framework for Crown corporations, control procedures for implementing control and accountability framework; Crown corporations issues — horizontal, specific, database on Crown corporations, financial overview of Crown corporations, government fiscal framework, historical material, mixed, joint and other Government entities, privatization of Crown corporations, reference material; policy issues and research projects.

TBS/RPM-645

Real Property, Acquisition and Disposal

Description: Information on the acquisition, use and disposal of federal real property consisting of all rights, interests and benefits in land. *Topics:* General real property policy; acquisition; leasing; letting; licenses; land purchase; easement; use; construction; professional services contracts; disposal; Area Screening Canada; real property information systems; access for handicapped persons.

TBS/RPM-650

Real Property, Policies and Regulations

Description: Information on central policies and regulations governing real property. *Topics:* Information systems; policy and services — accommodation planning, policies in administrative policy manual, regulations and general authorities; capital review — major Crown projects; custody assignment; federal land management review; inventory planning — Area Screening Canada studies, strategic studies.

TBS/RPM-655

Real Property Holdings

Description: Information on holdings of individual departments and Crown corporations. *Topics:* All departments and Crown corporations — accommodation program, administration, financial management, multi-year operational plan, government realty asset management program, management of surplus properties, sea transport program, municipal grants, revenue dependency service program, transportation programs and utilization reports.

TBS/ADM-901

Administration

Description: See Standard Classes of Records.

TBS/ADM-902

Acts and Legislation

Description: See Standard Classes of Records.

TBS/ADM-903
Administrative and Management Services
Description: See Standard Classes of Records.

TBS/ADM-904
Co-operation and Liaison
Description: See Standard Classes of Records.

TBS/ADM-905
Buildings and Properties
Description: See Standard Classes of Records.

TBS/ADM-906
Buildings
Description: See Standard Classes of Records.

TBS/ADM-907
Lands
Description: See Standard Classes of Records.

TBS/ADM-908
Utilities
Description: See Standard Classes of Records.

TBS/ADM-909
Equipment and Supplies
Description: See Standard Classes of Records.

TBS/ADM-910
Furniture and Furnishings
Description: See Standard Classes of Records.

TBS/ADM-911
Office Appliances
Description: See Standard Classes of Records.

TBS/ADM-912
Procurement
Description: See Standard Classes of Records.

TBS/ADM-913
Vehicles
Description: See Standard Classes of Records.

TBS/ADM-914
Finance
Description: See Standard Classes of Records.

TBS/ADM-915
Accounts and Accounting
Description: See Standard Classes of Records.

TBS/ADM-916
Audits
Description: See Standard Classes of Records.

TBS/ADM-917
Budgets
Description: See Standard Classes of Records.

TBS/ADM-918
Personnel
Description: See Standard Classes of Records.

TBS/ADM-919
Classification of Positions
Description: See Standard Classes of Records.

TBS/ADM-920
Employment and Staffing
Description: See Standard Classes of Records.

TBS/ADM-921
Human Resources
Description: See Standard Classes or Records.

TBS/ADM-922
Occupational Health, Safety and Welfare
Description: See Standard Classes of Records.

TBS/ADM-923
Official Languages
Description: See Standard Classes of Records.

TBS/ADM-924
Pensions and Insurance
Description: See Standard Classes of Records.

TBS/ADM-925
Salaries and Wages
Description: See Standard Classes of Records.

TBS/ADM-926
Staff Relations
Description: See Standard Classes of Records.

TBS/ADM-927
Training and Development
Description: See Standard Classes of Records.

Deleted Classes of Records

The following class of records has been deleted because the information held in it was duplicated in TBS/RPM-655:

TBS/APB-095 Federal Government Accommodation

The following class of records has been transferred to the National Archives of Canada:

TBS/APB-100 Olympics

The following class of records has been transferred to the Office of Privatization and Regulatory Affairs of Canada:

TBS/APB-165 Office of the Co-ordinator, Regulatory Reform

TREASURY BOARD OF CANADA SECRETARIAT

TREASURY BOARD OF CANADA SECRETARIAT
(TBS)

OFFICE OF THE SECRETARY
(SEC)

005 Access Requests
006 Communications
010 Privacy Act Requests
015 Treasury Board Submissions
020 Task Force on Productivity
021 Corporate Policy

OFFICIAL LANGUAGES BRANCH
(OLB)

240 Official Languages
245 Audit
250 Commissioner of Official Languages
255 Committees and Councils
260 Training
265 Systems

PERSONNEL POLICY BRANCH
(PPB)

040 Conferences
065 Matériel Management — Protective Clothing and Uniforms
080 Relocation
085 Services
090 Travel
091 Living Accomodation Charges
110 Incentive Awards
275 Personnel Policy
300 Employment Equity
325 Quality of Worklife
330 Human Resource Planning
335 Training Policy
340 Human Rights
345 Foreign Service
350 Isolated Posts Directive
355 Occupational Health and Safety
360 Personnel Management
375 Health and Income Protection Plan
380 Pensions
385 Conditions and Benefits of Work
390 Pay
400 Organization
415 Classification
425 Personnel Data System
426 Employment Programs and Staffing
427 Reviews
450 National Joint Council

ADMINISTRATIVE POLICY BRANCH
(APB)

025 Administrative Policy
035 Communications
045 Contracts
050 Federal Identity Program
055 Information Management
060 Consulting and Professional Services
075 Risk Management
105 Major Crown Projects
145 Implementation of the Access to Information and Privacy Acts
226 Information Technology Standards
227 Task Force on Informatics
228 Task Force on Access to Information and Privacy
229 Delivery of Government Services

STAFF RELATIONS BRANCH
(SRB)

435 Staff Relations
440 Adjudication
445 Certification
460 Discipline
465 Disputes and Strikes
470 Grievances
480 Negotiations
485 Payroll Deductions
490 Public Service Staff Relations Act
500 Separate Employers
505 Statistics and Surveys
510 Systems

TREASURY BOARD OF CANADA SECRETARIAT

PROGRAM BRANCH
(PRB)

- 545 Decentralization
- 550 Budget Co-ordination
- 575 Program
- 580 Crown Corporations

BUREAU OF REAL PROPERTY MANAGEMENT
(RPM)

- 645 Real Property, Acquisition and Disposal
- 650 Real Property, Policies and Regulations
- 655 Real Property Holdings

ADMINISTRATION BRANCH*
(ADM)

- 901 Administration
- 902 Acts and Legislation
- 903 Administrative and Management Services
- 904 Co-operation and Liaison
- 905 Buildings and Properties
- 906 Buildings
- 907 Lands
- 908 Utilities
- 909 Equipment and Supplies
- 910 Furniture and Furnishings
- 911 Office Appliances
- 912 Procurement
- 913 Vehicles
- 914 Finance
- 915 Accounts and Accounting
- 916 Audits
- 917 Budgets
- 918 Personnel
- 919 Classification of Positions
- 920 Employment and Staffing
- 921 Human Resources
- 922 Occupational Health, Safety and Welfare
- 923 Official Languages
- 924 Pensions and Insurance
- 925 Salaries and Wages
- 926 Staff Relations
- 927 Training and Development

* Treasury Board shares the Administration Branch with the Department of Finance, the Office of the Comptroller General and the Office of Privatization and Regulatory Affairs.

ACCESS TO INFORMATION
CO-ORDINATOR
TREASURY BOARD SECRETARIAT
L'ESPLANADE LAURIER
9th FLOOR, EAST TOWER
140 O'CONNOR STREET
OTTAWA, ONTARIO
K1A 0R5

Chapter 108

VETERANS AFFAIRS CANADA

A. GENERAL INFORMATION

Historical Background

The Department of Veterans Affairs was created by the *Veterans Affairs Act* in 1944. Previously the care of veterans was the responsibility of the Military Hospitals Commission, the Department of Soldiers Civil Re-Establishment (created during the First World War) and then the Department of Pensions and National Health, established in 1928. The Canadian Pension Commission was formed in 1933 as the successor to the Board of Pension Commissioners that had been in operation since 1919. The War Veterans Allowance Board was established in 1936, when it replaced the War Veterans Allowance Committee. The Pension Review Board and the Bureau of Pensions Advocates were both created in 1971 as a result of amendments to the *Pension Act*. In 1987, the Pension Review Board and the War Veterans Allowance Board were amalgamated to form the Veterans Appeal Board.

Responsibilities

The mandate of the Veterans Affairs Portfolio is to provide veterans, qualified civilians and their families with the benefits and services to which they are entitled; to promote their well-being and self-sufficiency as participating members of their communities; and to keep the memory of their achievements and sacrifices alive for all Canadians.

The purpose of some original rehabilitation programs, such as re-establishment credits, was successfully fulfilled and they were phased out. Portfolio responsibilities continue to include the administration of war veterans and civilian war allowances and pensions, medical treatment, counselling, advocacy and educational assistance to children of the war dead, as well as commemoration of those who served their country during wartime.

Today, most veterans are approaching the end of their working life, and programs such as the Veterans Independence Program are being tailored to meet their needs as they grow older.

Legislation

Department of Veterans Affairs

- Allied Veterans Benefits Act, R.S.C. 1952, chapter 8
- Army Benevolent Fund Act, R.S.C. 1970, chapter A-16, as amended
- Army Benevolent Fund Regulations, C.R.C. 1978, chapter 358
- Assistance Fund (War Veterans Allowances and Civilian War Allowances) Regulations, — C.R.C. 1978, chapter 1578
- Children of War Dead (Education Assistance) Act. R.S.C. 1970, chapter C-18, as amended
- Children of War Dead (Education Assistance) Regulations, C.R.C. 1978, chapter 399, as amended
- Civilian War Pensions and Allowances Act, Part IX, R.S.C. 1970, chapter C-20, as amended
- Delegation of Powers (VLA) Regulations
- Execution of Building Contracts Regulations
- Execution of Documents Regulations
- Executions of Leases Regulations
- Execution of Purchase of Property Documents Regulations
- Fire Fighters War Service Benefits Act, R.S.C. 1952, chapter 117
- Guardianship of Veterans' Property Regulations C.R.C. 1978, chapter 1579
- Last Post Fund Regulations, C.R.C. 1978, chapter 1580
- Pensioners Training Regulations, C.R.C. 1978, chapter 1581
- Regional Advisory Committee Regulations, C.R.C. 1978, chapter 1593
- Returned Soldiers' Insurance Act, S.C. 1920, chapter 54, as amended
- Returned Soldiers' Insurance Regulations, C.R.C. 1978, chapter 1390
- Soldier Settlement Act, R.S.C. 1927, chapter 188, as amended
- Special Operators War Service Benefits Act, R.S.C. 1952, chapter 256
- Supervisors War Service Benefits Act, R.S.C. 1952, chapter 258
- Veterans Benefit Act, R.S.C. 1970, chapter V-2, as amended
- Vetcraft Shops Regulations, C.R.C. 1978, chapter 1582
- Veterans Burial Regulations, C.R.C. 1978, chapter 1583, as amended
- Veterans Care Regulations, SOR/84-709, as amended
- Veterans Estates Regulations, C.R.C. 1978, chapter 1584
- Veterans Insurance Act, R.S.C. 1970, chapter V-3, as amended
- Veterans Insurance Regulations C.R.C. 1978, chapter 1587
- Veterans Land Act, R.S.C. 1970, chapter V-4, as amended
- Veterans Land Regulations, C.R.C. 1978, chapter 1594, as amended
- Veterans Rehabilitation Act, R.S.C. 1970, chapter V-5, as amended
- Veterans Rehabilitation Regulations, C.R.C. 1978, chapter 1595
- Veterans Treatment Regulations, C.R.C. 1978, chapter 1585, as amended
- War Service Grants Act, R.S.C. 1970, chapter W-4, as amended
- War Service Grants Regulations, C.R.C. 1978, chapter 1601, as amended
- War Veterans Allowance Act, R.S.C. 1985, chapter W-5, as amended
- Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act, R.S.C. 1952, chapter 297

Canadian Pension Commisson

- Civilian War Pensions and Allowances Act (Parts I to X) R.S.C. 1974-75-76, chapter C-20, as amended
- Defence Services Pension Continuation Act, R.S.C. 1970, chapter D-3, as amended
- Flying Accidents Compensation Regulations, C.R.C. 1978, chapter 10, as amended
- Gallantry Gratuities and Annuities Order, P.C. 1987-1960, dated September 17, 1987
- Halifax Relief Commission Pension Continuation Act, S.C. 1974-75-76, chapter C-88, as amended
- Memorial Cross Order (World War I)
- Memorial Cross Order (World War II)
- Penitentiary Inmates Accident Compensation Regulations SOR/82-385, April 1, 1982, as amended
- Pension Act, R.S.C. 1970, chapter P-7, as amended

- Royal Canadian Mounted Police Pension Continuation Act, R.S.C. 1970, chapter R-10, as amended
- Royal Canadian Mounted Police Superannuation Act, R.S.C. 1970, chapter R-11, as amended
- Special Duty Pension Order
- Special Operators War Service Benefits Act, R.S.C. 1952, chapter 256
- Supplementary Pensions under the Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act R.S.C. 1952, chapter 297

Veterans Appeal Board

- Civilian War Pensions and Allowances Act, R.S.C. 1970, Part XI, chapter C-20, as amended
- Pension Act, R.S.C. 1970, chapter P-7, as amended (sections 75 to 81)
- Veterans Allowance Regulations, C.R.C. 1978, chapter 1602, as amended
- Veterans Appeal Board Act, S.C. 1987, chapter 25
- Veterans Appeal Board Regulations, SOR/87-601, dated October 15, 1987

Bureau of Pensions Advocates

- Pension Act, R.S.C. 1970, chapter P-7, as amended (Part II)
- War Veterans Allowance Act, R.S.C. 1970, chapter W-5, as amended

Organizational Units and their Role

The Veterans Affairs Portfolio consists of the Department of Veterans Affairs and the Bureau of Pensions Advocates, which report to the Minister of Veterans Affairs; and the Canadian Pension Commission and the Veterans Appeal Board, which report to Parliament through the Minister of Veterans Affairs.

DEPARTMENT OF VETERANS AFFAIRS

Operations Branch

The Operations Branch administers and delivers health care, social and economic support; provides support to the pension activity; and provides service to veterans and qualified civilians in all regions of Canada. The delivery of benefits and services includes the provision of care in departmental hospitals and veterans homes, in contract hospital beds and hospitals of choice, through utilization of community services, and through the provision of emergency and ongoing income support, social counselling and referral services. **Foreign Countries Operations** administers treatment benefits to all Canadian disability pensioners residing outside of Canada; and, through a reciprocal agreement, provides treatment benefits for certain allied countries' disability pensioners residing in Canada.

Programs Branch

The Programs Branch is responsible for policy direction as well as for advising the Operations Branch, and for negotiations with provinces. It is also responsible for planning, development and implementation of a wide variety of departmental programs relating to health care, pensions, and economic support. In addition, this branch is responsible for the delivery of pension benefits and certain other centrally managed programs.

Veterans Land Administration

The Veterans Land Administration (VLA) is responsible for administering agreements between the Director and veterans under the *Veterans' Land Act*. Its functions include the management of properties until title is acquired by veterans, their heirs, devisees or personal representatives. The VLA provides assistance to veterans settled under the Act in such areas as counselling, property appraisals, release of security, partial sales, fire insurance, taxes, estate cases, release of grants, mortgage conversion, leases, easements and rights-of-way, mines and minerals, expropriations, boundary line agreements and construction contracts.

Administration Branch

The Administration Branch is responsible for ensuring the efficient use and protection of personnel, financial, information and material resources through the exercise of functional authority and the provision of managerial and operational support services.

Corporate Services Division

Established in 1988, the Corporate Services Division carries out corporate policy planning and planning control for the Portfolio; converts approved policy into legislation by planning and developing new or amended acts and regulations and managing their passage through the legislative approval process; manages program evaluation for the Portfolio; and provides secretariat services to the Minister, Deputy Minister and for senior executive meetings and committees of the Portfolio.

Audit Division

The Audit Division provides internal audits for all Veterans Affairs operations on a cyclical basis.

Communications Division

The Communications Division assists in the development of departmental policies and programs. In addition, it provides public relations, information and publishing services in support of Portfolio activities.

ASSOCIATED AGENCIES

Veterans Appeal Board

The Board provides a system of appeals to ex-members of the Armed Forces and RCMP, certain civilians and/or their dependants, on decisions rendered by the Entitlement and/or Assessment Boards of the Canadian Pension Commission and on appeals to rulings made by the Department of Veterans Affairs under the *Pension Act*, the *Civilian War Pensions and Allowances Act* and the *War Veterans Allowance Act* respectively, as well as other related statutes. The Board also interprets this legislation and is the final appeal level within Veterans Affairs.

Canadian Pension Commission

The Commission's primary function is to adjudicate claims under the *Pension Act* for death and disability that are a result of military service. It is also responsible for hearing appeals on pension entitlement and pension assessment at the Entitlement Board or Assessment Board level. As well, the Commission awards additional pension benefits on behalf of dependants and, upon a pensioner's death, to eligible survivors.

The Commission also considers claims under Parts I to X of the *Civilian War Pensions and Allowances Act*, the *Royal Canadian Mounted Police Superannuation Act*, the *Pension Continuation Act*, the Flying Accident Compensation Regulations, the *Halifax Relief Commission Pension Continuation Act* and certain other acts, orders and regulations. It also authorizes monetary grants which accompany certain gallantry awards, and administers trust funds established by private individuals for the benefit of veterans.

Bureau of Pensions Advocates

The Bureau of Pensions Advocates provides legal aid to persons seeking to establish claims under the *Pension Act* and allied statutes and orders, or to file an appeal with the Veterans Appeal Board. This service is provided by professional advocates and support staff in 21 district offices across Canada. The Bureau must accept all requests for assistance from eligible veterans or dependants of deceased veterans. The services of the Bureau are free, but applicants may employ a private lawyer at their own expense or be represented by a service officer of an accredited veterans' organization.

District Pensions Advocates are located in St. John's, Newfoundland; Charlottetown, Prince Edward Island; Halifax, Nova Scotia; Saint John, New Brunswick; Sainte-Foy and Montreal, Quebec; Ottawa, Kingston, Hamilton, London, North Bay, Toronto (North) and Toronto (South), Ontario; Winnipeg, Manitoba; Regina and Saskatoon, Saskatchewan; Calgary and Edmonton, Alberta; and Vancouver, Victoria and Penticton, British Columbia.

Manuals

(Deputy Minister's Office)
- Directorate of Public Relations Operations Manual

(Operations Branch)
- Assistance Fund Memoranda
- Health Service Programs Procedure/Interpretation Memoranda — Atlantic Region
- Health Service Programs Procedure/Interpretation Memoranda — Ontario Region
- Miscellaneous Trust Funds — Guidelines and Procedures
- Ontario Region Procedures
- Pacific Region Directives
- Quebec Region Procedures
- Veterans Services — Program Activity and Trends

(Administration Branch)
- Administrative Management Manual
- Administrative Services Operations Manual
- Affirmative Action Program-Action Plan
- Contract Administration Manual
- EDP Standards and Procedures Manual
- Financial Management Manual
- Lexicon
- Orientation Training Manual — "A sense of belonging"
- Personnel Communiqués
- Personnel Management Manual of Procedures
- Regulations — Office Consolidation Part II

(Programs Branch)
- Assistance Fund Guidelines
- A Counsellor's Pocket Guide to Programs and Services of Veterans Affairs
- Health and Social Services Directives Manual
- Operating Policies and Guidelines — Long Term Care/Aging Veterans Program
- Operating Policies and Guidelines for Special Equipment and Home Adaptations
- Veterans Services Boundary Book
- Veterans Services Operations Manual — Volumes I-IX
- War Veterans Allowance Board — Precedent Decision Manual
- War Veterans Allowance Policy — A Complete Package

Veterans Land Administration
- Conveyancer's Key
- Departmental Instructions
- Operations Policies
- Provincial Digest of the Devolution of Estates

Veterans Appeal Board
- Pension Review Board Interpretations 1-30
- Pension Review Board Interpretations 31-35
- Pension Review Board Reports I-IX
- Veterans Appeal Board Interpretations
- Synopses of Pension Review Board Interpretations 1-35
- Veterans Appeal Board Interpretations 36-39
- Veterans Appeal Board Operational Handbook

Canadian Pension Commission
- Commissioners' Reference Book
- CPC District Office Boundary Book
- CPC District Office Procedural Manual
- CPC Guide for Counsellors
- CPC Policy Manual
- CPC Procedural Directives
- CPC Table of Disabilities
- Medical Advisory Branch — Instruction Manual

Bureau of Pensions Advocates
- Bureau of Pensions Advocates Operational Memorandum

Additional Information

General information enquiries that do not require access to records should be addressed to the Communications Division in Ottawa or Charlottetown and to regional offices throughout Canada. Contact may be made in person, by telephone, or by writing to one of the following addresses:

Ottawa

Communications Division
284 Wellington Street
Ottawa, Ontario
K1A 0P4
(613) 992-7467

Charlottetown

Communications Services Directorate — Charlottetown
Daniel J. MacDonald Building
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9
(902) 566-8195

Dartmouth/Halifax

Atlantic Regional Office
45 Alderney Drive
P.O.Box 1002
Dartmouth, Nova Scotia
B2Y 3Z7
(902) 426-7931

Montreal

Quebec Regional Office
4545 Queen Mary Road
Montreal, Quebec
H3W 1W4
(514) 340-2030

Toronto

Ontario Regional Office
4900 Yonge Street, Suite 500
Willowdale, Ontario
M2N 6B2
(416) 224-3879

Winnipeg

Prairie Regional Office
610-330 Graham Avenue
P.O. Box 6050
Winnipeg, Manitoba
R3C 4G5
(204) 983-4163

Vancouver

Pacific Regional Office
1185 West Georgia Street, Suite 400
Vancouver, British Columbia
V6E 4J5
(604) 666-2091

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Veterans Affairs Canada
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9
(902) 566-8567

Reading Room

An area within the Portfolio's library at head office in Charlottetown has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect manuals used by employees in administering or carrying out programs and activities that affect the public. The address is: Daniel J. MacDonald Building, 161 Grafton Street, Charlottetown, Prince Edward Island. Arrangements may be made for viewing manuals in any of our field offices as well.

Classes of Records

Department of Veterans Affairs

VAC/MVA-005
Honours and Awards
Description: Information on the issue and replacement of First and Second World War Campaign Stars, medals, Service Buttons and Silver Memorial Crosses. *Topics:* General; policy; Campaign Stars and Medals; Non-Canadian awards and certificates; Queen's Scarf of Honour; correspondence regarding books on war medals and decorations of Canada; Victoria Cross — general, news clippings, statistics and statements; Korea Service Badge; Canadian Volunteer Service Medal; Corps of Canadian Firefighters; Fenian Raids and Northwest Rebellion; Memorial Bar; Memorial Cross — general, Mercer Case, Naval Memorial Crosses; South Africa Medal; United Nations and Far East Medal; War Service Badges.

VAC/MVA-010
Commemoration and Special Events
Description: Information on subjects relating to the commemoration of special war events; official ceremony, composition of the official delegation; special arrangements. *Topics:* General; opening of Ste. Anne's Hospital Day Centre; 65th anniversary of Camp Hill Hospital; Veteran's Week; 30th Anniversary and 65th Anniversary of the signing of Armistice in Korea; Program Evaluation; Remembrance Day; Commemoration Review Project.

VAC/MVA-015
Relocation to Charlottetown, Prince Edward Island
Description: Information on the co-ordination of the planning and implementation of all activities related to the relocation of the Portfolio headquarters from Ottawa to Charlottetown, Prince Edward Island. *Topics:* General; continuity of Veterans Services head office; operations; housing situation quarterly reports; relocation information bulletins; employee relocation decisions; relocation status and progress reports; relocation staffing plans; studies and surveys; accommodation — general, furniture and furnishings; interim procedures.

VAC/MVA-020
Veterans Services — General
Description: Information on operational subjects relating to the social welfare of veterans, their dependents and other specified persons. *Topics:* veterans services — general; Veterans Independence Program Review Project; chaplaincy services; client services; community health services — general and provincial; counsellors and counselling services; geriatrics and gerontology; nursing services; oaths and affidavits; social assistance programs.

VAC/MVA-025
Health Care Facilities and Services
Description: Subject information on the administration and operation of departmental hospitals and homes; hospital services in both departmental and contract hospitals; transfer of hospitals to provincial or community jurisdiction; medical staff. *Topics:* Health care facilities and services — general; institutional guidelines study; institutional bed requirements; long-term care strategy; master

agreement; patient satisfaction; per diem rates; land use; transfer of hospitals, care and service, inquiries and complaints, capital contributions, transfer agreements, redevelopment, transfer of patients; (files by name of institution).

VAC/MVA-030
Veterans Insurance
Description: Information on the administration of life insurance purchased by veterans and other eligible individuals. *Topics:* Returned Soldiers Insurance and Veterans Insurance — general; reports, statistics, statements; studies and surveys; acts, regulations and rulings.

VAC/MVA-035
Special Programs
Description: Information on a wide range of special benefits designed to assist veterans, their dependents and other specified persons. *Topics:* Special programs — general; arts and crafts/Red Cross; benevolent fund — general, Royal Canadian Air Force, Royal Canadian Army, Royal Canadian Navy; bequests — general; Blinded Veterans Assistance Program; Commonwealth War Graves Commission — general, memorials; disablement fund; educational assistance — general, eligibility for educational institutions, (reports, statistics and statements); estates; European operations; funds — general; funerals, burials and grave markers; Hearing Assistance for Veterans Program; Last Post Fund; memorials, cemeteries and graves — general, foreign countries, departmental cemeteries and plots, provincially owned cemeteries; Paraplegic Assistance Program; pensioners training; Post-discharge benefits; Royal Canadian Legion — grants; trust funds — general, head office, Newfoundland (sub-region), Atlantic, Quebec, Ontario, Prairie and Pacific Regions; Veteraft.

VAC/MVA-040
Treatment and Treatment Services
Description: Information on the administration of veterans benefits related to medical, surgical and dental treatment, including the supply and maintenance of prosthetic and other appliances to eligible veterans and other qualified individuals. *Topics:* Treatment and treatment services — general, foreign countries, other authorized personnel; Veterans Treatment Regulations; Veterans Care Regulations — general; Veterans Independence Program; allowances; dental services — general, dental care plans; hospitalization — general, care; insurance — general, provincial hospital and medicare plans; medical services; pharmacy services — general, agreements; special equipment — general, eyeglasses and other optical aids, home modifications, prosthetics and orthotics; reports, statistics and statements.

VAC/MVA-045
War Veterans Allowance and Civilian War Allowance
Description: Information on the administration of War Veterans and Civilian War Allowances (WVA/CWA) to eligible veterans and other qualified individuals, including eligibility requirements; rates of allowances; payments and overpayments; authorizations; adjudication decisions. *Topics:* War Veterans and Civilian War Allowances — general; acts and regulations; adjudication decisions — general, regular board decisions; Assistance Fund; cheques; eligibility — general, age, residence, medical, service requirements; harmonization with Health and Welfare Canada and with Revenue Canada (Taxation); other income — general, casual earnings and interest; social assistance — general, Old Age Security, provincial programs; payment of allowances — general, excesses; overpayment of allowances — general, remissions; reports, statistics and statements.

VAC/MVA-050
Veterans Land Administration — General
Description: Records of a general nature relating to the operation of Veterans Land Administration and the Soldier Settlement Board. *Topics:* Veterans Land Administration — general; history of veterans land legislation; natural disasters; terms of agreement; absentee veterans; Committee on Demobilization and Rehabilitation; projects related to the Home Repair Program and other special projects; rights to property of veterans' spouses; deceased veterans and devolution of estates; liens and other encumbrances while title to property is held by the director.

VAC/MVA-055
Eligibility and Qualification
Description: Correspondence relating to eligibility to apply for benefits under the *Veterans Land Act* and the *Soldier Settlement Act*, certificates of qualification and cancellation of certificates of qualification, termination date for acceptance of loan applications. *Topics:* Eligibility recipients of War Veterans Allowance, aged veterans, dual service medical fitness, re-establishment credits, duplication of benefits, *Veterans Business and Professional Loans Act*, Canadian Army Special Force, Fire Fighters, Ferry Command, Merchant Marine, members of His Majesty's Forces other than Canadian, Allied Forces, Special Duties Personnel, Regular Forces, Interim Forces, all categories of veterans, native veterans, *National Resources Mobilization Act* personnel.

VAC/MVA-060
Loans/Grants
Description: Includes records relating to policies on lending operations and the administration of loans and grants to veterans, and provincial and private housing loan programs. *Topics:* Lending policy; loan termination; deadline for additional loans; interest rates; maximum loans; supplementary loans; repayment terms and procedures; conditional grants; preparation of agreements; crop share agreements; loans for full-time farming, fishing, fur farming; co-operative farming; displaced persons land settlement; small family farm and off-farm enterprises such as tourist trade; provincial and private housing loan programs (by province or name of lender); mortgages in escrow.

VAC/MVA-065
Debt-Free Settlement on Dominion or Provincial Lands
Description: Includes records relating to debt-free settlement and to non-repayable conditional grants for the establishment of veterans on provincial lands and similar grants to Indian veterans who settle on Indian Reserve lands. *Topics:* Establishment of veterans on provincial and Dominion lands-general, debt-free settlement agreements with provinces (filed by province), federal Crown land in the Yukon and Northwest Territories, tax arrears on Dominion land, national parks, agreement of sale, non-repayable grant, additional farm credits, grants to Indian veterans for establishment within Indian Reserves, Métis veterans, land clearing and breaking and other permanent improvements.

VAC/MVA-070
Acquisition, Sale or Other Disposition of Lands and Other Property
Description: Includes records relating to the purchase or acquisition by the director of lands or other property for the settlement of veterans and the sale or disposition of all or parts of the land or other

property being sold to veterans under agreement. *Topics:* Acquisitions settlement areas; land purchase; land costs; statement of property purchased; co-ordination of federal interest in land acquisition and use; surveys; sale and disposition — general, partial, surplus lands; refunds of surplus; release of securities; sale of livestock and equipment; continued establishments; leasing and renting pending sale; real estate commission; civilian purchase; unauthorized disposition of securities; expropriations.

VAC/MVA-075

Conveyance and Other Title Transactions

Description: Includes records relating to preparation and replacement of transfers of titles, deeds and other title documents in relation to the disposition of real estate or property. *Topics:* Preparation of conveyances and title transactions — general, delays, outstanding title cases, lost certificates of title, amendments, deeds in escrow, replacement deeds, agreements for sale, title searches, declaration of possession, joint tenancy, assignment of civilian or veteran agreements of sale, trespass and encroachment, surveys, administration fees, legal fees and disbursements, execution of documents by director, restrictive covenants and titles.

VAC/MVA-080

Special Housing Assistance for Veterans

Description: Includes correspondence relating to joint Veterans Affairs and Canada Mortgage and Housing Corporation programs (ended March 1980) which were extended to assist veterans on low or modest incomes to acquire housing accommodation. *Topics:* Eligibility; request for information; low rental housing — general, low rental housing projects (arranged by name of project); co-operation and liaison with Canada Mortgage and Housing Corporation; statistical summaries; extension of benefits; applications for assistance (arranged numerically).

VAC/MVA-085

Home Construction Assistance

Description: Includes records relating to loans under the *National Housing Act* to an eligible veteran in respect of the construction by him of a single family home on suitable land and to furnish said veteran with financial, technical and other assistance. *Topics:* Construction assistance — general, construction financing, inspections, construction directives, construction courses, construction contracts, building standards, housing for handicapped and aging veterans, sales taxes, deferred construction, lagging contracts, construction reports, recovery from contractors, hydro, interest rates, liaison with Canada Mortgage and Housing Corporation service eligibility, plans.

VAC/MVA-090

Part-Time Farming (Small Holding)

Description: Includes records relating to the purchase and/or construction of homes for veterans on part-time farms (small holdings) where the major source of income comes from a non-farming enterprise. *Topics:* Qualification; minimum size requirements; mobile houses and condominium units; subdivision projects (arranged by province); landscaping; summary or vacant land units; sewage and water systems; unsold properties; urban areas; change from part-time farm (small holdings) status to full-time farms or vice versa; monthly statements; municipal grants; tax concessions; drainage; irrigation.

VAC/MVA-095

Appraisals and Services for Other Departments

Description: Includes records relating to real estate appraisals for Veterans Land Administration and real estate appraisals and services provided for other departments and agencies. *Topics:* Appraisals — general; schedule of appraisal fee; appraisals for other departments (individual files for departments and agencies); tendering; licences; collection of fees; management of Department of National Defence installations leased to the public for agricultural purposes; Indian economic development program; off-reserve housing program; real estate data bank project.

VAC/MVA-100

Taxes

Description: Includes records relating to taxes as they affect veterans settled under provisions of the *Veterans Land Act* and advising veterans of tax implications. *Topics:* Taxes — general; taxes on Crown-owned property; grants in lieu of taxes; payment of taxes; sales tax rebate instructions; gift tax; surface and mineral leases and taxable income; capital gains tax; tax sale procedures; tax limitation agreements; mortgage interest tax credit plans; provincial tax rebates; land transfer tax; land speculation tax; real property tax deferment.

VAC/MVA-105

Easements, Servitudes and Right of Way

Description: Includes records relating to the granting of easements, servitudes and right of way on properties to which title is held by the director, *Veterans Land Act*. *Topics:* Easements — general, policies, hydro, oil and gas, telephone, railway and road; servitudes and rights of way; Waterfowl Habitat Conservation Program; Provincial Woodland Improvement Program; individual company easement files.

VAC/MVA-110

Mines, Minerals and Surface Rights

Description: Includes records relating to mines, minerals and surface rights on lands on which veterans are settled and to which the director holds title, or lands on which veterans had previously been settled. *Topics:* Mines and minerals — general (by province), acquisition of title to mines and minerals by the director; surface and subsurface rights; provincial legislation; titles with half minerals; lease disputes; native claims; sale of timber; sale of gravel.

VAC/MVA-115

Agriculture, Farm Development and Operation

Description: Includes records relating to counselling, training courses, advisory and supervisory services on farm management operations for veterans. *Topics:* Farm management — general; training courses; farm equipment; farm management studies; farm accounting methods; farm building models; surpervision and advice; requests for information; bull loaning policy; disease testing in animals; crops and crop conditions; Prairie Grain Advance Payments Regulations; production line farming; farm credit study committee; family farm operation; statistics.

VAC/MVA-120

Rescission and Resale

Description: Includes records relating to rescissions, voluntary or involuntary, on contract agreements administered by the director, *Veterans Land Act*, and sale of reverted properties. *Topics:* Rescission of contract agreements — general; policy and procedures; quit claim deed; disposition of surplus; tax adjustments; reinstatement of account; unsold reverted properties; provincial advisory boards; evictions; repossession and sale of chattels; submissions to council.

VAC/MVA-125
Insurance
Description: Includes records relating to insurance — group, life, fire, liability, and general policies to protect the veteran's and/or public equity in the property. *Topics:* Insurance — general; mortgage clause; liaison with insurance companies; group life insurance plan; fire insurance fund; summary of application; fire loss recovery procedure; dispositon of insurance recoveries; payment of taxes from insurance recoveries; recovery from tempest damage; liability insurance; chattel insurance.

Veterans Appeal Board

VAC/VAB-201
Veterans Appeal Board — General
Description: Information relating to the former Pension Review and War Veterans Allowance Boards and the new Veterans Appeal Board in general, including historical background, general procedures, complaints, inquiries and the general administration and management of the Boards. *Topics:* Veterans Appeal Board — general; liaison — veterans organizations, other federal departments and other levels of government; meetings; audits; appointments; statistics; finance; policy development; correspondence; plans.

VAC/VAB-202
Disability Pension Appeals
Description: Records relating to the adjudication of appeals of decisions rendered by the Entitlement and/or Assessment Boards of the Canadian Pension Commission under the *Pension Act* and other related statutes. *Topics:* Procedures — general, appeals of Entitlement and Assessment Board decisions; Reviewers'/Editors' procedures; precedent decisions; interpretations; legal opinions; rules of procedure and medical opinions.

VAC/VAB-203
War Veterans Allowance and Civilian War Allowance Appeals
Description: Records relating to the adjudication of appeals of decisions rendered by the Department of Veterans Affairs under the *War Veterans Allowance Act* and the *Civilian War Pensions and Allowances Act*, and other related statutes. *Topics:* Allowances — general, spousal separation, overpayments; eligibility — general, Allied Forces, military service, theatre of war; income — general, casual earnings, interest, social assistance; procedures — general; Regional Offices of the Department of Veterans Affairs; precedent decisions; interpretations; legal opinions; rules of procedure.

Canadian Pension Commission

VAC/CPC-205
Canadian Pension Commission
Description: The Canadian Pension Commission in general, including correspondence relating to the operational functions and responsibilities of the Commission. *Topics:* Canadian Pension Commission — general, reparation claims, and War Service Gratuities; the Bopenco Record.

VAC/CPC-210
Armed Forces Pensions
Description: Includes correspondence relating to pensions for disabilities or death incurred by members of Canada's military forces during World War I, World War II, peacetime service, service in a Special Duty Area, service in a theatre of operations, Reserve Force service or Special Force service. *Topics:* Cadets, deserters, boards of inquiry regarding deceased or missing personnel, attestation and discharge procedures, Canadian Women's Auxiliary Services; Canadian Army — general, dual service, trainees, Reserve Force (Militia), Active Force (World War II), Interim Force, soldier apprentices, Special Force (Interdepartmental Committee on re-establishment), Canadian Rangers; Royal Canadian Air Force — general, civilian flying instructors, refresher flying training ("Chipmunk Exercise"), members attached to Air Force; Royal Canadian Navy — general.

VAC/CPC-215
Briefs, Resolutions and Representations
Description: Contains correspondence relating to briefs, resolutions and representations made by veterans' organizations such as the Royal Canadian Legion and others on pension matters. *Topics:* British Benevolent Society of Los Angeles; Canadian Legion of the British Empire Service League; Canadian Order of Empire Ex-Servicemen; Canadian Pensioners' Association of the Great War; Canadian Soldiers' Non-pensioned Widows' Association; Canadian Combat Veterans Association; Dominion Corps of Legionnaires — Second World War; Disabled Veterans Association; Imperial Veterans' Social Club; Imperial War Graves Commission; Royal Canadian Corps of Signals Auxiliaries and Soldier's Protection Association and Political Club of New Westminister; Canadian Corps Association; Canadian Battlefield Memorial Committee; Canadian National Institute for the Blind; Imperial Order Daughters of the Empire; National Council of Veterans Associations; Sir Arthur Pearson Association; Royal Canadian Air Force Association; War Amputations Association — general, resolutions; War Pensioners of Canada; World Veterans Association; Royal Canadian Legion — general, resolutions.

VAC/CPC-220
Acts, Orders and Regulations
Description: Correspondence relating to bills, acts, statutory orders and regulations administered by the Commission, as well as correspondence relating to other Canadian legislation the Commission may use as reference material to assist in the delivery of its programs; correspondence relating to the *Civilian War Pensions and Allowances Act* (Parts I and IX), the preparation of amendments, and interpretations; correspondence relating to the *Pension Act* and the preparation of amendments, and interpretations by the Veterans Appeal Board. *Topics: Children of the War Dead (Education Assistance) Act*; Flying Accidents Compensation Regulations; *Compensation for Former Prisoners of War Act* (now section 55 of the *Pension Act*); *Halifax Relief Commission Pension Continuation Act; RCMP Pension Continuation Act; RCMP Superannuation Act*; Orders-in-Council 1915 — Special Duty Area Pension Order; office consolidation of the *Pension Act*.

VAC/CPC-225
Civilian War Pensions and Allowances
Description: Includes correspondence relating to pensions and allowances awarded to the following groups of civilians for disabilities or death attributable to service during World War II in certain

organizations or types of employment which were closely associated with the Armed Forces: Auxiliary Service Personnel, Canadian Civilian Air Crew, Canadian Merchant Seamen and Salt Water Fishermen. *Topics:* Air Raid Precaution Workers; Corps of Canadian Fire Fighters (for service in the U.K.); injury during remedial treatment; Overseas Welfare Workers; RCMP Special Constables; Voluntary Aid Detachment; list of supervisors; Ferry Command 594 list; Sub-Committee on War Risk Insurance and Bombardment Compensation; Rescue Tug Service; S.S. "Silver Star Park"; medical treatment; American Red Cross; rates of pensions payable and detention allowance; list of Silver Cross Mothers; section 13, Coloured seamen.

VAC/CPC-230

Compensation for Former Prisoners of War

Description: Contains correspondence relating to compensation provided under the *Pension Act*, to members of the Armed Forces and certain civilians who were taken prisoner during and after World War II, and to their dependants. *Topics:* Policy; Hong Kong Prisoners of War; Dieppe Prisoners of War; list of names; statistics; internees of Vichy, France; Hermann Report.

VAC/CPC-235

Entitlement and Assessment Boards

Description: Includes correspondence relating to hearings of entitlement and assessment boards authorized under the *Pension Act*. *Topics:* Entitlement and Assessment Boards — general, transcript of evidence and zones.

VAC/CPC-240

Foreign Pensions, Gallantry Gratuities and Annuities

Description: Includes correspondence relating to foreign pension legislation and pensions payable to pensioners residing in other countries, including Great Britain. Also included is correspondence relating to the payment of gratuities and annuities which accompany certain gallantry awards granted to members of the armed forces of Canada during World War II and of the Special Force or other forces organized by Canada (UN, NATO). *Topics:* Australia; France; Italy; Japan; Germany; New Zealand; Poland; Russia; Union of South Africa and United States of America. For Great Britain, other topics include annual reports; senior officials' visits; Civilian Technical Corps and United Kingdom National Health Insurance. Topics concerning gallantry gratuities and annuities include policy; Royal Warrants and King's Regulations and Orders; Special Force; statement and summary of cases; Victoria Cross recipients (nominal roll) and George Cross Annuities; legislation.

VAC/CPC-245

Legal Matters — General and Prosecution

Description: Includes correspondence relating to legal matters, opinions and prosecutions at the federal court level. *Topics:* General legal matters including recovery of overpayments, legality of marriage and divorce, and the following prosecutions at the federal court level: G.H. Harris, W.H. Irvine, W.H. Woods, A. Poland and R.A. White.

VAC/CPC-250

Medical Advice

Description: Includes correspondence relating to advice regarding all medical matters of policy, precedent and usage relative to pensioning. *Topics:* General medical advice including autopsy (exhumation), amputation, cancer, diagnosis, effects of gas, all cardiovascular conditions, influenza virus vaccine, deafness (hearing loss), medical examinations, neurological conditions (includes ALS), peptic ulcer (including all gastrointestinal conditions) and tuberculosis; veterans of atomic warfare — medical assessments regarding radiation; medical categories (classifications); aggravation.

VAC/CPC-251

Table of Disabilities (New)

Description: Includes correspondence relating to the Table of Disabilities, its amendments, preparation, and distribution. *Topics:* Policies and administration; tables by type of disability; medical guidelines.

VAC/CPC-255

Newfoundland Pensions

Description: Includes correspondence relating to pensions for death or disabilities attributable to service by Newfoundlanders prior to and after the union. *Topics:* Pensioners World War I (nominal roll), pensioners World War II (nominal roll), Newfoundland Regiment, forms and Special Appropriation Vote 538.

VAC/CPC-260

Reports, Statistics and Statements — General and Pensions in Payment

Description: Includes reports, statistics and statements relating to pensions and statistical reports on pensions in payment. *Topics:* Pension Program Workload Statistics; Entitlement Board reports on pensions in payment — general, Board of Pension Commissioners (1918-19), joint study group on basic rate of pension.

VAC/CPC-265

Royal Canadian Mounted Police Pensions

Description: Includes correspondence relating to pensions for death or disabilities under the *RCMP Pension Continuation Act* or the *RCMP Superannuation Act*. *Topics:* General information, special constables and regular members.

VAC/CPC-270

Special Operators War Service Benefits

Description: Includes correspondence relating to benefits provided to certain persons who were recruited in Canada by United Kingdom authorities for special duties in war areas. *Topics:* General information and policy.

VAC/CPC-275

Treatment Entitlement

Description: Includes correspondence relating to treatment entitlement; pension payments during hospitalization; doctor of choice program; injury or death resulting from treatment. *Topics:* Treatment regulations; joint control of treatment services and pensions medical activities; doctor of choice program; injury or death resulting from treatment; documentation and re-attestation of pensioners for treatment.

VAC/CPC-280

Trust Funds

Description: Includes correspondence relating to trust funds consisting of private monies which have been donated by sympathetic individuals who wish to assist veterans and their families. *Topics:* Policy, authority to accept bequests and donations; Committee on Trust Funds; investment (interest); financial statements; William Scott Fund; disbursements; Regimental Fund — 230th Battalion; War Special Assistance Fund; Florence Martineau Fund; Sidney E.

Lambert Fund; W.A. Black Benefit Fund; Soldiers' Aid Commission; Canadian Patriotic Fund and the Mennonite Fund; canteen funds, Last Post Fund, RCAF Benevolent Fund, Army Benevolent Fund.

VAC/CPC-281
General Meetings (New)
Description: Index of subjects considered at general meetings from March 1969 to present; general meeting minutes.

VAC/CPC-282
Pensions Policy (New)
Description: Includes correspondence relating to pensions policy. *Topics:* Adjustments to pensions; effective dates.

Bureau of Pensions Advocates

VAC/BPA-295
Bureau of Pensions Advocates — General
Description: Includes records relating to pension and War Veterans Allowance adjudication and to veterans organizations. *Topics:* Liaison with the Canadian Pension Commission relating to pension applications and appeals; liaison with the Veterans Appeal Board relating to pension and allowance appeals; liaison with veterans organizations; liaison with the Department of Justice and the Federal Court of Appeals; client representation in cases of adverse interest.

VAC/BPA-300
Reference, Research and Precedents
Description: Includes records relating to pension and allowance eligibility based on various medical conditions and/or military service. *Topics:* Copies of precedents (by year); records on appeals to the Veterans Appeal Board; operational memoranda and directives; statistics related to productivity.

Veterans Affairs

Veterans Affairs shares these classes of records with the Veterans Appeal Board, the Canadian Pension Commission, and the Bureau of Pensions Advocates.

VAC/MVA-405
Electronic Data Processing (EDP)
Description: Includes records on the procurement, purchase, rental of EDP equipment and the management of EDP through policies, plans and standards. *Topics:* EDP generally; policies (telecommunications, EDP); plans; standards; inventories; program development; corporate database; data processing hardware and software; committees; EDP security.

VAC/MVA-410
Security
Description: Correspondence relating to general security matters and physical security of buildings and grounds. *Topics:* Security generally; policies; Corps of Commissionaires; fires and fire prevention; emergency measures; building security and access control; security checks; security sweeps; equipment.

VAC/MVA-415
Personnel
Description: Includes correspondence relating to the general administration of personnel management activities. *Topics:* Personnel generally; accidents and injuries; Governor in Council appointments and others; attendance; awards and honours; establishment; hours of work and overtime; leave and holidays; regulations and directives; reports and statistics; retirements; separations; work force adjustments; Personnel Management Information System (PMIS).

VAC/MVA-420
Employment Equity
Description: Includes correspondence relating to equal opportunities for women; program initiatives to increase the employment of women in senior positions; correspondence on new initiatives leading to increased participation in the work force of aboriginal people, visible minorities and disabled people. *Topics:* Employment Equity generally; program initiatives for disabled persons; aboriginal people; visible minorities, disabled people and women; reports; plans; statistics; studies and surveys; Employment Equity plan.

VAC/MVA-425
Classification of Positions
Description: Includes correspondence relating to policies and procedures on classification of positions, delegation of classification authority, Special Assignment Pay Plan (SAPP), management complement, monitoring of classification and classification grievances. *Topics:* Classification generally; audits; category and group; individual positions; standards; reclassification; holding classification (red circling); Classification Committee reports; and organization charts; Special Assignment Pay Plan; classification grievances.

VAC/MVA-430
Conflict of Interest and Post-Employment Code
Description: Includes correspondence relating to the implementation of the Conflict of Interest and Post-Employment Code. *Topics:* Code of the Public Service; amendment; interpretation; delegation authority; reports and statistics.

VAC/MVA-435
Employment and Staffing
Description: Includes correspondence relating to employment and staffing of positions, certification, delegation of staffing authority, policy development, and employment and staffing selection standards and monitoring of staffing. *Topics:* Employment and staffing generally: statistics on applications, casual and term employees and temporary services; competitions; lateral transfers; program recruitment; two-year guarantee policy and procedures; requests for staffing action; summer students; secondment agreements; and employee exchange between Veterans Affairs and Provincial Departments.

VAC/MVA-440
Human Resources
Description: Includes correspondence relating to all aspects of Human Resource management, planning and development. *Topics:* Human resources — generally; career movement; inventories; performance appraisal; reports and statistics; Career Assignment Program (CAP); succession planning; and Incentive Award Programs.

VAC/MVA-445
Occupational Health, Safety and Welfare
Description: Includes correspondence relating to the administration of occupational health, safety and welfare matters. *Topics:* Occupational health, safety and welfare — generally: health units; nursing services; and surveys.

VETERANS AFFAIRS CANADA

VAC/MVA-450

Official Languages

Description: Includes correspondence and reports relating to policies, procedures and guidelines relating to the Official Languages activities of the Portfolio. *Topics:* Official Languages generally: identification and designation of bilingual positions; bilingual bonus; Official Languages action plans; complaints; recruitment; replacements; work instruments; language training module data; second language evaluation; letters of understanding; and reports and statistics.

VAC/MVA-455

Pensions and Insurance

Description: Includes correspondence relating to the administration of employee contribution and coverage under the various pension and insurance plans. *Topics:* Pensions and insurance generally: superannuation plans; *Canada Pension Plan;* The Public Service dental care plan; reciprocal transfer agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance; unemployment insurance plans; Health Insurance Remuneration Supplement; Public Service Management Insurance Plan (PSMIP); Group Surgical Medical Insurance Plan (GSMIP).

VAC/MVA-460

Salaries and Wages

Description: Correspondence relating to subject matter within the employee pay administration activity. *Topics:* Salaries and wages — generally: acting pay; deductions; pay rates pay system; performance and senior merit pay; regulations on salary revisions; severance pay; direct pay deposit service; and garnishments.

VAC/MVA-465

Staff Relations

Description: Correspondence relating to topics concerning the administration of labour relations activities, collective bargaining, employee complaints and employee assistance programs. *Topics:* Staff Relations — generally: counselling and employee assistance programs; bargaining agents; collective agreements and interpretations; designated employees; discipline; grievances; adjudications; complaints; managerial and confidential exclusions; union relations; and union-management consultation.

VAC/MVA-470

Training and Development

Description: Includes correspondence relating to the general administration of training programs, participation and activities, and their costs. *Topics:* Training and development — generally: attendance; course content; course evaluations; individual courses; middle management orientation program; plans, schedules and directives; supervisory orientation program; and types of courses.

VAC/MVA-475

Access to Information and Privacy (ATIP) Co-ordination

Description: Includes information on the Portfolio's ATIP policies, implementation procedures and liaison network. *Topics:* ATIP policies; exemption procedures; briefing and training material; sharing of personal information with other government institutions; collection, use, disclosure and protection of personal information; correction requests/notations; complaints to Information/Privacy Commissioners; compliance; co-operation and liaison within the Portfolio and with other government institutions; manuals; reports and statistics; requests for access to information.

VAC/MVA-480

Individuals Deceased More than 20 Years

Description: Includes records and correspondence on veterans and their dependants, deceased more than 20 years, who contacted and/or received benefits from the Portfolio during their lifetimes. *Topics:* Applications for benefits; medical, financial and domestic information; military service information; decisions on applications and appeals; general correspondence.

VAC/MVA-485 *Formerly identified as:* VAC/MVA-901

Administration

Description: Information on a wide variety of subjects relating to administrative matters. *Topics:* Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency preparedness; energy conservation; Federal Identity Program; legal matters; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours; studies and surveys.

VAC/MVA-490 *Formerly identified as:* VAC/MVA-902

Acts and Legislation

Description: Correspondence relating to the preparation, amendment, etc. of acts and regulations. *Topics:* Acts and legislation — general, departmental, federal, foreign and provincial.

VAC/MVA-495 *Formerly identified as:* VAC/MVA-903

Administrative and Management Services

Description: Includes records relating to the services which support the administration and operational components of the organization. *Topics:* Administrative and management services generally; correspondence management; data processing services; duplication services; forms management; library services; mail, messenger and postal services; management consulting services; records management; telecommunications services; travel and transportation services; secretarial, typing and word processing services; translation services; micrographics.

VAC/MVA-500 *Formerly identified as:* VAC/MVA-904

Co-operation and Liaison

Description: Correspondence relating to co-operation and liaison activities. *Topics:* Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels.

VAC/MVA-505 *Formerly identified as:* VAC/MVA-905

Buildings and Properties

Description: Includes correspondence of a general nature relating to buildings, properties and accommodations. *Topics:* Buildings and properties generally; accommodation; accounting and inventories; planning and requirements; reports and statistics; parking.

VAC/MVA-510 *Formerly identified as:* VAC/MVA-906

Buildings

Description: Includes records relating to tenant services. *Topics:* Buildings generally; acquisition; alterations and repairs; construction; contracts; damages; fire prevention; disposal and maintenance.

VETERANS AFFAIRS CANADA

VAC/MVA-515 *Formerly identified as:* VAC/MVA-907
Lands
Description: Information of a general nature on land administration. *Topics:* Lands generally; acquisition; concessions; development; disposal; fencing; flood control; landscaping; parking areas; roads; streets and sidewalks.

VAC/MVA-520 *Formerly identified as:* VAC/MVA-908
Utilities
Description: Correspondence relating to the installation, operation and maintenance of utility systems and facilities. *Topics:* Utilities generally; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation.

VAC/MVA-525 *Formerly identified as:* VAC/MVA-909
Equipment and Supplies
Description: Includes records relating to the procurement of equipment and supplies. *Topics:* Equipment and supplies generally; accountability and inventories; catalogues; clothing; disposal and surplus; food; forms; fuels; laboratory; loans; maintenance and repairs; price lists and stationery; equipment for the handicapped.

VAC/MVA-530 *Formerly identified as:* VAC/MVA-910
Furniture and Furnishings
Description: Records relating to the procurement, accountability and issuing of furniture and furnishings. *Topics:* Furniture and furnishing generally; beds and bedding; chesterfields and sofas; drapes; filing cabinets; household and office furniture and furnishings; pictures; inventories; furniture for the handicapped and for orthopedic uses.

VAC/MVA-535 *Formerly identified as:* VAC/MVA-911
Office Appliances
Description: Includes records relating to the procurement, purchase and rental of non-EDP equipment. *Topics:* Office appliances generally; calculators; duplicating equipment; facsimile machines; photographic and microfilming equipment; recorders and typewriters.

VAC/MVA-540 *Formerly identified as:* VAC/MVA-912
Procurement
Description: Information on various procurement functions. *Topics:* Procurement generally; contracts; local purchase orders; procedures and regulations; requisitions and standing offer agreements.

VAC/MVA-545 *Formerly identified as:* VAC/MVA-913
Vehicles
Description: Records relating to the purchase, lease, operational standards and costs of vehicles. *Topics:* Vehicles generally; air, land and water vehicles; insurance; maintenance and repairs; operating standards; registration and licences; inventories.

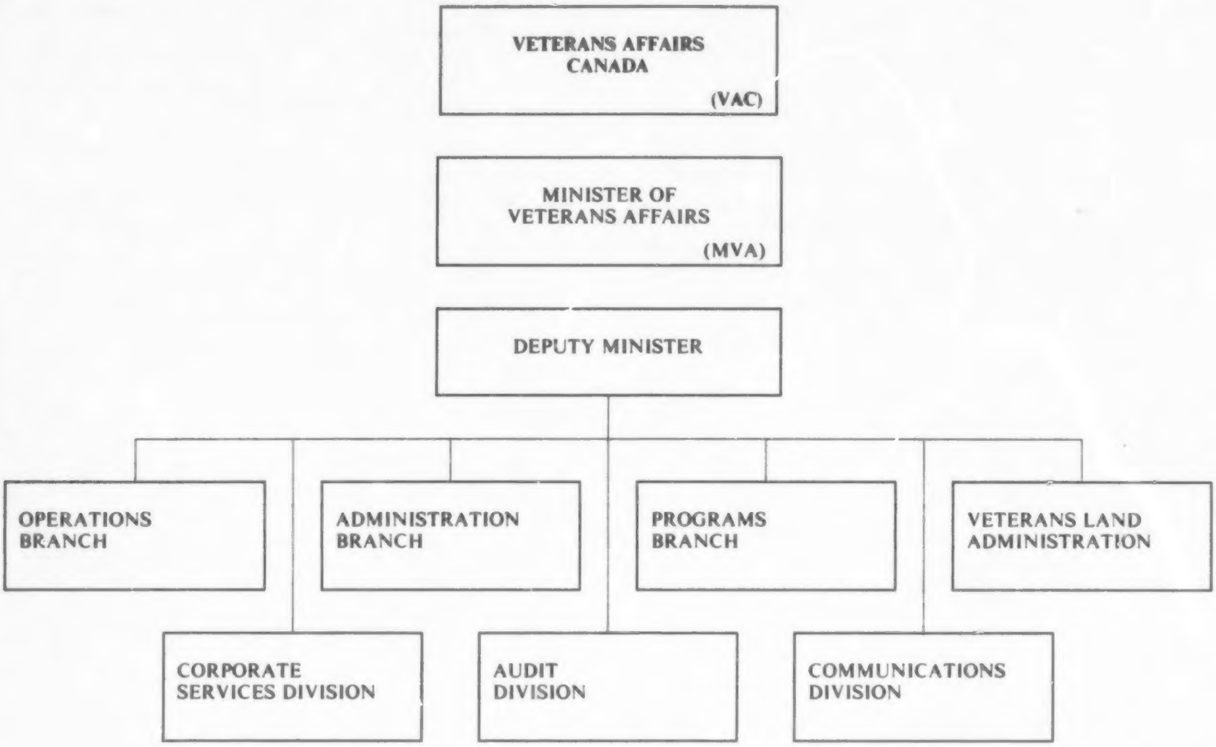
VAC/MVA-550 *Formerly identified as:* VAC/MVA-914
Finance
Description: Records relating to the Portfolio's financial activities. *Topics:* Finance generally; agreements and arrangements; allotments and transfers; allowances; banks and banking; cheques; claims; contracts; currency; encumbrances; expenditures; fees; funds; revolving funds and working capital advances; grants; signing authorities; taxes and travel allowances; expenses.

VAC/MVA-555 *Formerly identified as:* VAC/MVA-915
Accounts and Accounting
Description: Records relating to the Portfolio's accounting activities. *Topics:* Accounts and accounting generally; cash accounts; accounts payable; accounts receivable; standing advances.

VAC/MVA-560 *Formerly identified as:* VAC/MVA-916
Internal Audit and Program Evaluation
Description: Correspondence relating to Auditor General reports, internal audits and evaluation of the Portfolio's programs. *Topics:* Auditor General reports and reports on various types of internal audits including comprehensive, compliance, systems, special request audits and special study assessments. Files of project-oriented program evaluation work relating to framework/assessment/evaluation studies; to assistance to other parts of the Portfolio; to establishment of the program evaluation function.

VAC/MVA-565 *Formerly identified as:* VAC/MVA-917
Budgets
Description: Records concerning budgetary activities within the Portfolio. *Topics:* Budgets generally; estimates and supplementary estimates; program forecasts.

VETERANS AFFAIRS CANADA


VETERANS AFFAIRS CANADA (VAC)
MINISTER OF VETERANS AFFAIRS (MVA)
DEPUTY MINISTER
OPERATIONS BRANCH
ADMINISTRATION BRANCH
PROGRAMS BRANCH
VETERANS LAND ADMINISTRATION
CORPORATE SERVICES DIVISION
AUDIT DIVISION
COMMUNICATIONS DIVISION

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ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
VETERANS AFFAIRS CANADA
P.O. BOX 7700
CHARLOTTETOWN, P.E.I.
C1A 8M9

Chapter 109

WESTERN ECONOMIC DIVERSIFICATION CANADA

A. GENERAL INFORMATION

Historical Background

The Department of Western Economic Diversification was established by the *Western Economic Diversification Act* (S.C. 1988, c.17) on June 28, 1988. Some of the programs now under the Department's mandate were transferred from the Department of Regional Industrial Expansion.

Responsibilities

The Department administers the Western Diversification Program, a program designed to bring the West more fully into the mainstream of national economic development through judicious investments in projects with the greatest potential for economic development and diversification. The Department also acts as a pathfinder for western Canadian businesses seeking access to federal economic programs, and it ensures that western interests are represented in the development of federal economic policies. In addition, it intends to serve as a focus for federal economic activities in western Canada, particularly those that are aimed at the development of new businesses and industries and related business infrastructures.

The Department also administers the following programs for the West, previously administered by the Department of Regional Industrial Expansion: Economic and Regional Development Agreements (ERDAs); General Development Agreements (GDAs); Western Transportation Industrial Development Program (WTID); and Industrial and Regional Development Program (IRDP).

Legislation

- Industrial and Regional Development Act
- Small Businesses Loans Act
- Special Areas Act
- Western Economic Diversification Act (S.C. 1988, c. 17)

Organizational Units and their Role

The Department of Western Economic Diversification is headed by the Deputy Minister and supported by the Senior Assistant Deputy Minister responsible for the National Capital Region Liaison Office, and by four assistant deputy ministers each responsible for a regional office.

The Department has established its headquarters in Edmonton, Alberta. A regional office is located in each of the western provinces, with a liaison office situated in the National Capital Region.

Regional Offices

The Regional Offices provide information on the full range of Department programs to industries in their respective region and administer the programs locally. In addition, they carry out the Department's broad regional economic development policy and program co-ordination of federal and federal-provincial initiatives contributing to economic growth in these Western regions. This regional development mandate includes the co-ordination of economic research and planning activities affecting each region; and the definition of provincial needs and priorities. The mandate also includes the representation of departmental interests with provincial governments; with trade, labour, and industry organizations; and with other federal departments and the general public. The mandate also includes the receipt, assessment, and approval of business proposals; and problem-solving and pathfinding to help enterprises overcome impediments to expansion and diversification.

Sectors

As part of its mandate, the Department has been assigned sectors of responsibility. These sectoral responsibilities are carried out by the Deputy Minister, the Senior Assistant Deputy Minister, the four Assistant Deputy Ministers, and six sectoral Director Generals, located in the regional offices and headquarters.

These sectors are: energy, technology and tourism (administered by headquarters); services and trade (administered by the Manitoba Regional Office); agriculture and mining (administered by the Saskatchewan Regional Office); transportation and forestry (administered by the British Columbia Regional Office); taxation and fiscal policy (administered by the Ottawa Liaison Office).

The sectors officials develop sectoral policies and criteria to be utilized in evaluating project proposals; provide expert sectoral assessment of business and economic development proposals; review the legislative, regulatory and policy development initiatives affecting the West; identify opportunities for diversification within their respective sectors; and manage significant inter-regional, sector-specific projects.

Communications Branch

The Communications Branch develops and administers the Department's public affairs and communications program. The Branch also provides the business community, the public and departmental managers with information about policies, programs and activities of the Department.

Programs and Planning Branch

The Programs and Planning Branch co-ordinates inter-sectoral and inter-provincial policy, planning and economic analysis; monitors the business operations of the regional offices in the delivery of the programs; ensures quality regarding the project approval process; and reviews project proposals for recommendation to the Deputy Minister.

Policy, Development and Co-ordination Branch

The Policy, Development and Co-ordination Branch develops and co-ordinates the Department's framework policies in the sectoral areas of economic, industrial and trade policy for the West. It monitors policy issues across the whole range of Cabinet committees, and provides strategic policy, economic, and statistical analysis and intelligence, including the analysis of departmental policies, programs and services. In addition, it advocates the economic development interests of the Western provinces within the federal government by influencing federal policies, programs and expenditure changes.

Executive Services and Evaluation Branch

The Executive Services and Evaluation Branch provides writing and advisory services in the area of ministerial correspondence and analysis; and advisory services relating to policy development activities, parliamentary liaison and briefings, and co-ordination of briefings for ministerial travel and meetings. It also carries out periodic, objective reviews of all departmental programs, operations and management systems. Such reviews help determine the efficiency and cost-effectiveness of programs and provide the Department with timely and objective information which is useful in making decisions about program continuance, resource allocation and accountability. The reviews also enable the Branch to recommend improvements in planning, program design and policy development.

Finance and Professional Services Branch

The Finance and Professional Services Branch provides the Department with financial planning and accounting services, administrative services, security, facilities management, and computer services.

Human Resources Branch

The Human Resources Branch provides personnel services and advises managers on all matters involving human resource management.

Manuals

- Operations Handbook
- Records Classification Manual
- Finance and Administration Manual

Additional Information

Requests for further information about the Department and its various programs and functions may be directed to:

Headquarters and Alberta Regional Office

Edmonton, Alberta
(403) 495-4995

Other Regional Offices

Saskatoon, Saskatchewan
(306) 975-6005

Vancouver, British Columbia
(604) 666-1023

Winnipeg, Manitoba
(204) 983-0184

Ottawa Liaison Office

Access to Information and Privacy Co-ordinator
(613) 952-9390

B. CLASSES OF RECORDS

Access Procedures

Formal requests under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Access to Information and Privacy Co-ordinator
Department of Western Economic Diversification
P.O. Box 2128, Station D
Ottawa, Ontario
K1P 5W3
(613) 952-9390

Reading Room

The Library of the Department has been designated under section 71 of the *Access to Information Act* as a reading room where the public may inspect Western Economic Diversification manuals used by employees in administering or carrying out programs or activities that affect the public. The reading room is located at: Room 8218, Centennial Towers, 200 Kent Street, Ottawa, Ontario.

Classes of Records

WED/PPB-005
Western Economic Diversification — General (New)
Description: Subjects relating to the Department's involvement with various associations, memberships in committees, and other topics of a general nature. *Topics:* Committees and councils; task forces and working groups; conferences and seminars; liaison; meetings. *Retrievability:* Files arranged by subject.

WED/PPB-010
Western Economic Diversification — Projects (New)
Description: Subjects relating to the overall administration of the Department's projects in Manitoba, Saskatchewan, Alberta and British Columbia; related reports, summaries, briefing notes and documents, and inquiries. *Topics:* Projects administration; projects reports; briefings; provinces (Manitoba, Saskatchewan, Alberta, British Columbia). *Retrievability:* Files arranged by subject.

WED/PDC-015
Economic and Regional Development Agreements and Sub-Agreements (New)
Description: Subjects relating to economic and regional development initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies and the resulting agreements and sub-agreements. *Topics:* Economic and Regional Development Agreements (ERDA) and related sub-agreements (Manitoba, Saskatchewan, Alberta, British Columbia). *Retrievability:* Files arranged by province and by subject.

WED/REG-020
Economic and Regional Development Agreements and Sub-Agreements — Sub-Agreement Projects (New)
Description: Subjects relating to economic and regional development sub-agreement projects carried out by the Department in Western

Canada including project documents; requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (Note: Individual projects are normally treated as exempt under sub-section 20 (1) of the *Access to Information Act.*) *Topics:* Sub-agreement projects generally; agricultural processing and marketing; Winnipeg core area; industrial development; small business incentives. *Retrievability:* Files arranged by project name and by subject.

WED/REG-025
Industrial Regional Development Program and Projects (New)
Description: Subjects relating to industrial regional development initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (Note: Individual projects are normally treated as exempt under sub-section 20 (1) of the *Access to Information Act. Topics:* Industrial Regional Development Program (IRDP) and related provincial projects (Manitoba, Saskatchewan, Alberta, British Columbia). *Retrievability:* Files arranged by province, project and by subject.

WED/REG-030
Western Diversification Program and Projects (New)
Description: Subjects relating to western diversification initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (Note: Individual projects are normally treated as exempt under sub-section 20 (1) of the *Access to Information Act. Topics:* Western Diversification Program (WDP) and related provincial projects (Manitoba, Saskatchewan, Alberta, British Columbia). *Retrievability:* Files arranged by province, by project and by subject.

WED/REG-035
Western Transportation Industrial Development Program and Projects (New)
Description: Subjects relating to western transportation industrial development initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (Note: Individual projects are normally treated as exempt under sub-section 20 (1) of the *Access to Information Act. Topics:* Western Transportation Industrial Development Program (WTIDP) and related provincial projects (Manitoba, Saskatchewan, Alberta, British Columbia). *Retrievability:* Files arranged by province, by project and by subject.

WED/SEC-040
Sectoral Analysis and Planning (New)
Description: Subjects relating to the sectoral profiles, intelligence, and current conditions and outlook of the Canadian economy. *Topics:* Sectors generally; agriculture; energy; forestry; mining; services; technology; taxation and fiscal policy; tourism; trade; transportation. *Retrievability:* Files arranged by subject.

WED/COM-045
Communications (New)
Description: Subjects relating to discussions, recommendations, and documentation on issues as well as publicity and promotional planning activities of the Department. *Topics:* Communications generally; publications; news clippings; news releases; speeches. *Retrievability:* Files arranged by subject.

WED/FPS--050
Access to Information and Privacy (New)
Description: Subjects relating to the operation of the Access to Information and Privacy office. *Topics:* Records access. *Retrievability:* Files arranged by subject.

WED/FPS-901
Administration (New)
Description: See Standard Classes of Records.

WED/FPS-902
Acts and Legislation (New)
Description: See Standard Classes of Records.

WED/FPS-903
Administration and Management Services (New)
Description: See Standard Classes of Records.

WED/FPS-905
Buildings and Properties (New)
Description: See Standard Classes of Records.

WED/FPS-909
Equipment and Supplies (New)
Description: See Standard Classes of Records.

WED/FPS-910
Furniture and Furnishings (New)
Description: See Standard Classes of Records.

WED/FPS-911
Office Appliances (New)
Description: See Standard Classes of Records.

WED/FPS-912
Procurement (New)
Description: See Standard Classes of Records.

WED/FPS-913
Vehicles (New)
Description: See Standard Classes of Records.

WED/FPS-914
Finance (New)
Description: See Standard Classes of Records.

WED/FPS-915
Accounts and Accounting (New)
Description: See Standard Classes of Records.

WED/FPS-916
Audits (New)
Description: See Standard Classes of Records.

WESTERN ECONOMIC DIVERSIFICATION CANADA

WED/FPS-917
Budgets (New)
Description: See Standard Classes of Records.

WED/HRB-918
Personnel (New)
Description: See Standard Classes of Records.

WED/HRB-919
Classification of Positions (New)
Description: See Standard Classes of Records.

WED/HRB-920
Employment and Staffing (New)
Description: See Standard Classes of Records.

WED/HRB-921
Human Resources (New)
Description: See Standard Classes of Records.

WED/HRB-922
Occupational Health, Safety and Welfare (New)
Description: See Standard Classes of Records.

WED/HRB-923
Official Languages (New)
Description: See Standard Classes of Records.

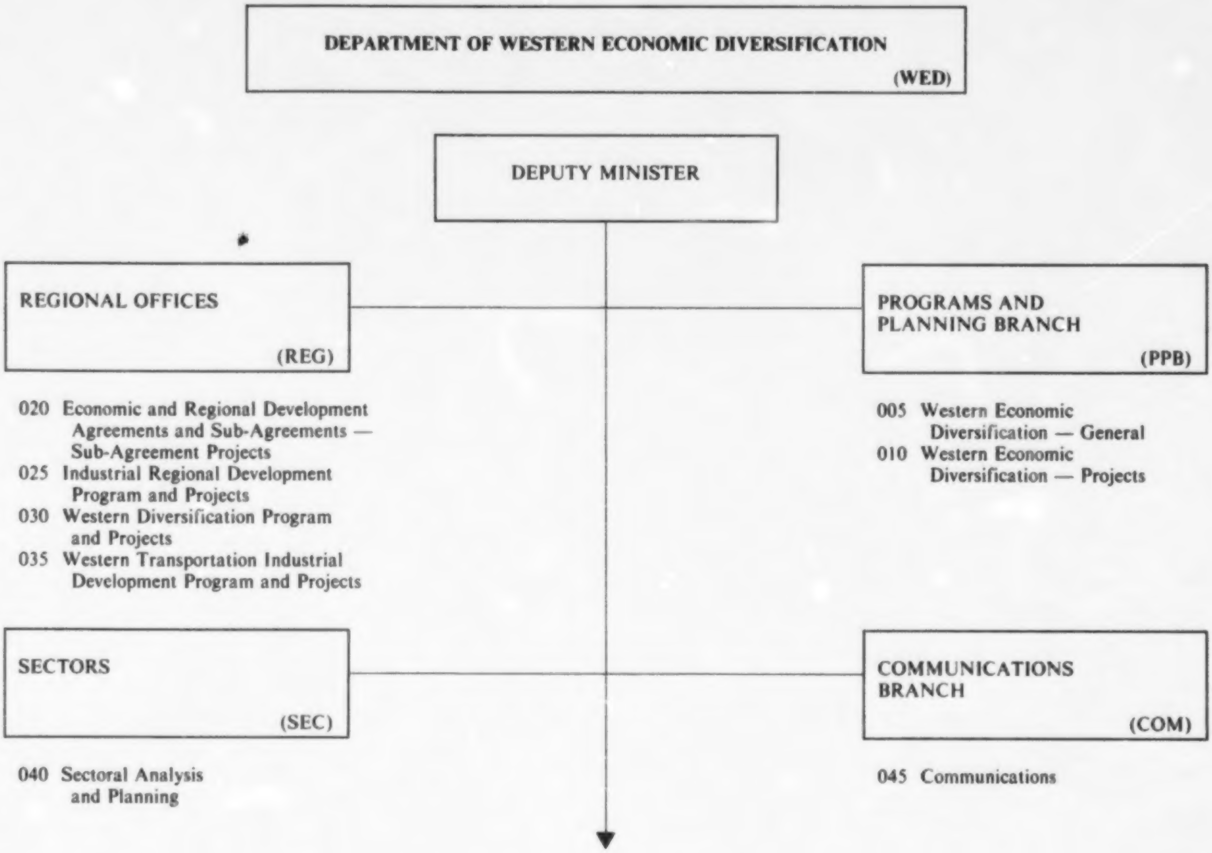
WED/HRB-924
Pensions and Insurance (New)
Description: See Standard Classes of Records.

WED/HRB-925
Salaries and Wages (New)
Description: See Standard Classes of Records.

WED/HRB-926
Staff Relations (New)
Description: See Standard Classes of Records.

WED/HRB-927
Training and Development (New)
Description: See Standard Classes of Records.

WESTERN ECONOMIC DIVERSIFICATION CANADA



DEPARTMENT OF WESTERN ECONOMIC DIVERSIFICATION (WED)

DEPUTY MINISTER

REGIONAL OFFICES (REG)

020 Economic and Regional Development Agreements and Sub-Agreements — Sub-Agreement Projects
025 Industrial Regional Development Program and Projects
030 Western Diversification Program and Projects
035 Western Transportation Industrial Development Program and Projects

PROGRAMS AND PLANNING BRANCH (PPB)

005 Western Economic Diversification — General
010 Western Economic Diversification — Projects

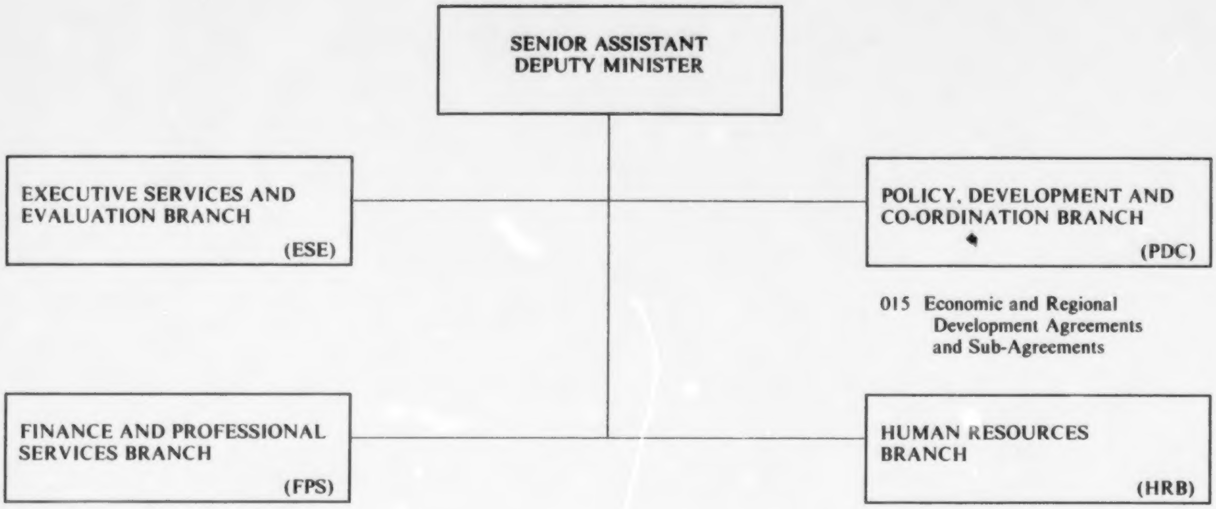
SECTORS (SEC)

040 Sectoral Analysis and Planning

COMMUNICATIONS BRANCH (COM)

045 Communications

WESTERN ECONOMIC DIVERSIFICATION CANADA



SENIOR ASSISTANT DEPUTY MINISTER

EXECUTIVE SERVICES AND EVALUATION BRANCH (ESE)

POLICY, DEVELOPMENT AND CO-ORDINATION BRANCH (PDC)

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ACCESS TO INFORMATION AND
PRIVACY CO-ORDINATOR
DEPARTMENT OF WESTERN
ECONOMIC DIVERSIFICATION
P.O. BOX 2128, STATION D
OTTAWA, ONTARIO
K1P 5W3

Chapter 110

YUKON TERRITORY WATER BOARD

A. GENERAL INFORMATION

Historical Background

The Yukon Territory Water Board was established by the *Northern Inland Waters Act* in 1970.

Responsibilities

Under the authority of the *Northern Inland Waters Act*, the Board regulates the use of water in the Yukon Territory through the issuance of Water Use Licences. The objects of the Board are to provide for the conservation, development, and utilization of the water resources in a manner that will provide the optimum benefit therefrom for all Canadians and the residents of the Yukon Territory in particular.

Legislation

- Northern Inland Waters Act, 1970
- Regulations approved by Governor in Council in 1972

Organizational Units and their Role

The Yukon Territory Water Board has nine members appointed by, and responsible to, the Minister of Indian Affairs and Northern Development. The Board includes a Secretariat, consisting of five employees of the Department of Indian Affairs and Northern Development, Northern Affairs Program.

Additional Information

Requests for further information about the Board's programs and functions may be directed to:

Chairman
Yukon Territory Water Board
Suite 302
4114 Fourth Avenue
Whitehorse, Yukon
Y1A 4N7
(403) 668-4884

B. CLASSES OF RECORDS

Access Procedures

A formal request under the *Access to Information Act* should be made by completing an Access to Information Request Form and forwarding it to:

Executive Secretary
Yukon Territory Water Board
Suite 302
4114 Fourth Avenue
Whitehorse, Yukon
Y1A 4N7
(403) 668-4884

Reading Room

The Board's Register Room has been designated under section 71 of the *Access to Information Act* as a reading room. The classes of records listed below may be inspected at the reading room, which is located at: Suite 302, 4114 Fourth Avenue, Whitehorse, Yukon.

Classes of Records

YTW/YTW-005
Water Use Register
Description: Official Water Use Register. *Topics:* Water Use Licences and related documents; applications for licences; supporting documents, including engineering and design plans, construction schedules, as-built drawings, technical submissions; correspondence between the Board and the applicant; reasons for decisions, and terms and conditions of the issued licence.

YTW/YTW-010
Water Use Application File
Description: Application forms describing the project, proposed water use, correspondence between the Board and applicant.

YTW/YTW-015
Licence Files
Description: Correspondence and other information on licences issued, such as documentation on monitoring programs and compliance with licence terms, in addition to that contained in the Water Use Register.

YUKON TERRITORY WATER BOARD

(YTW)

005 Water Use Register
010 Water Use Application File
015 Licence Files

EXECUTIVE SECRETARY
YUKON TERRITORY WATER BOARD
SUITE 302
4114 FOURTH AVENUE
WHITEHORSE, YUKON
Y1A 4N7

APPENDIX

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